***Submit completed worksheet to:***

*Siskiyou County Clerk, 311 Fourth St., Rm 201, Yreka, CA 96097*

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** |  | **Meeting Date:** | **6/14/2022** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Diane Olson, Auditor-Controller’s Office** | **Phone:** | **530-842-8078** |
| **Address:** | **113 4th Street, Yreka, Ca 96097** |
| **Person Appearing/Title:** | **Diane Olson, Auditor-Controller** |
| **Subject/Summary of Issue:** |
| Approve rate contract and new lease with Canon, Inc. for a Canon IRA DX C5840i copier which will cost $149.51/mo with out tax and $0.0077/cop for B/W and $0.042/copy for color. This contract also includes 6 imageCLASS X desk printers which will cost $51.93/mo and $0.021/copy. All printers and copiers contract includes maintenance, toner, labor and parts. Please see attached contract for more detail Contract will cover May 2022-May 2027Replacing Xerox contract that has already been cancelled.  |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*       |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | 13,023.10 .01 |  |  |  |  |
| Fund:  | 1001 |  | Description: | General | Org.: | 102010 | Description: | Auditor |
| Account: | 717000 |  | Description: | & 725000 |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [ ]  |
| For Contracts – *Explain how vendor was selected:*       |
|       |
| Additional Information: | Accounting impacted: Auditor 1001-102010-717000 for lease agreement and 1001-102010-725000 for rate.  |
| 102010-725000 for rate.  |
| **Recommended Motion:** |
| Board of Supervisors approve the 60 month lease agreement and rate contract with Canon Solutions America, Inc. in the amount of $13,023.10 for Auditors office covering 2021/2022 - 2026/2027 Fiscal Years.  |
| **Reviewed as recommended by policy:** |  | ***Special Requests*:** |
| County Counsel |       |  |  |
|  |  |  | *Certified Minute Order(s)* |       | *Quantity:* |       |
| Auditor |       |  |  |  |  |  |
|  |  |  |  |  |  |
| Personnel |       |  | *Other:* |       |
| CAO |       |  |       |

***NOTE: For consideration for placement on the agenda, the original agenda worksheet and backup material must be submitted directly to the Board Clerk (after reviewing signatures have been obtained) by 10:00 a.m. on the Monday the week prior to the Board Meeting.*** Revised 8/09/2021