***Submit completed worksheet to:***

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

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** | **N/A** | **Meeting Date:** | **6/21/22** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Sarah Collard, Ph.D. / Health & Human Services Agency - Behavioral Health Division** | **Phone:** | **841-2761** |
| **Address:** | **2060 Campus Drive Yreka, CA 96097** |
| **Person Appearing/Title:** | **Sarah Collard PhD. / Director of Health & Human Services Agency** |
| **Subject/Summary of Issue:** |
| Lease agreement - Canon Solutions America, Inc. "CSA"Siskiyou County Health and Human Services Agency, Behavioral Health Division, is requesting approval to enter into a lease agreement with Canon Solutions of America, Inc. for a 60 month term. This agreement is for five (5) Color and three (3) Black and White copier machines with maintenance for the equipment. The lease term shall be July 1, 2022 through June 30, 2027. The overall not to exceed amount for this term is $88,266.00. Cost as follows: the annual lease portion of the cost is $10,588.45; the annual maintenance portion of the cost is $7,064.75, the annual total is $17,653.20 per year for the term of the lease.LSR#06-22-13B was approved by counsel on 6/13/2022. |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*       |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | $88,266 |  |  |  |  |
| Fund:  | see below |  | Description: | see below | Org.: | see below | Description: | see below      |
| Account: | see below |  | Description: | Equip Lease |  |
| Activity Code:  | see below |  | Description: |       |  |
| Local Preference: YES [ ]  NO [x]  |
| For Contracts – *Explain how vendor was selected:* Selected from three bids |
|       |
| Additional Information: | Accounting: 2129-401031-717000-167;2129-401031-725000-167;2134-401100-717000 |
| 2134-401100-725000 |
| **Recommended Motion:** |
| The Board of Supervisors approve and authorize the Chair to sign the lease agreement between Siskiyou County Health & Human Services Agency, Behavioral Health Division, and Canon Solutions America, Inc. for the term of July 1, 2022 through June 30, 2027.  |
| **Reviewed as recommended by policy:** |  | ***Special Requests*:** |
| County Counsel |       |  |  |
|  |  |  | *Certified Minute Order(s)* |       | *Quantity:* | 1 |
| Auditor |       |  |  |  |  |  |
|  |  |  |  |  |  |
| Personnel |       |  | *Other:* | Pls return 1 original to R. Bullock at 818 So. Main St |
| 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