***Submit completed worksheet to:***

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

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** |  | **Meeting Date:** | **June 20, 2023** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Debbie Pimentel/Probation Department** | **Phone:** | **530 842-8884** |
| **Address:** | **805 Juvenile Lane, Yreka, CA 96097** |
| **Person Appearing/Title:** | **Michael Coley, Chief Probation Officer** |
| **Subject/Summary of Issue:** |
| Request to approve the maintenance service agreement between Siskiyou County Probation and Ray Morgan/Ubeo business services to provide maintenance services for the departments MFP HP Color LaserJet E47528F printer, for the term of July 1, 2023, through June 30, 2028.  |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*       |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | Rate $ .01 |  |  |  |  |
| Fund:  | 1001 |  | Description: | General Fund | Org.: | 203050 | Description: | Probation Dept. |
| Account: | 717000 |  | Description: | Maintenance |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [ ]  |
| For Contracts – *Explain how vendor was selected:* Our printer was puchased from Ray Morgan/UBEOI and they are currently servicing our other printers.  |
| servicing our other printers.  |
| Additional Information: | 1001-203050-717000 |
|       |
| **Recommended Motion:** |
| Request to approve the maintenance service agreement between Siskiyou County Probation and Ray Morgan/Ubeo for the term of July 1, 2023, through June 30, 2028. |
| **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