***Submit completed worksheet to:***

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

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** | **N/A** | **Meeting Date:** | **May 20, 2025** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Sarah Collard/ Health & Human Services Agency - Behavioral Health Division** | **Phone:** | **(530) 841-4802** |
| **Address:** | **2060 Campus Drive Yreka, CA 96097** |
| **Person Appearing/Title:** | **Dr. Sarah Collard Ph.D. / Director of Health & Human Services Agency** |
| **Subject/Summary of Issue:** |
| 1st Addendum Canon USA Inc Copier LeaseAddendum to request additional funds which were not considered in the original contract. Funds not considered were tax on leased equipment, usage fees/tax and “excess per image” charges (overage on allowable printed pages). The additional amount requested for the remaining three years of the five year contract is $7,317.00, and the total not to exceed amount of the contract is $95,583.00.” |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*       |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | 95,583.00   |  |  |  |  |
| Fund:  | 2129 |  | Description: | MHSA | Org.: | 401031 | Description: | MHSA |
| Account: | 717000 |  | Description: | equip maint |  |
| Activity Code:  | 167 |  | Description: | CAPTECH |  |
| Local Preference: YES [ ]  NO [x]  |
| For Contracts – *Explain how vendor was selected:*       |
|       |
| Additional Information: | 2129-401031-725000, 2134-401100-717000, 2134-401100-725000 |
|       |
| **Recommended Motion:** |
| The Board of Supervisors approve and authorize the Chair to sign the First Addendum to the Canon USA Inc copier lease for additional funds. |
| **Reviewed as recommended by policy:** |  | ***Special Requests*:** |
| County Counsel |       |  |  |
|  |  |  | *Certified Minute Order(s)* |       | *Quantity:* |       |
| 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