***Submit completed worksheet to:***

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

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** |  |  | **Time Requested:** |  | **Meeting Date:** | **September 2, 2025** |
| ***OR*** |
| **Consent** | **X** |  |
| **Contact Person/Department:** | **Stacey Jackson, Probation**  | **Phone:** | **842-8896** |
| **Address:** | **805 Juvenile Lane, Yreka, CA 96097** |
| **Person Appearing/Title:** | **Erin Welch, Chief Probation Officer** |
| **Subject/Summary of Issue:** |
| Ubeo Lease Agreement: The current Ubeo Lease agreement expires in June. The Probation Department is requesting approval of an extended lease for two large copiers and two small copiers. The new lease agreement is for 36 months at $628.32 a month, plus any overage copies charged per quarter, commencing July 1, 2025. |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*  |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | Rate |  |  |  |  |
| Fund:  | 1001 |  | Description: | General Fund | Org.: | 203050 | Description: | Probation Dept |
| Account: | 717/725 |  | Description: | Maint/Lease |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [x]  |
| For Contracts – *Explain how vendor was selected:*       |
|       |
| Additional Information: | The Probation Department previously executed a contract with Ubeo. This is an extension of the  |
| lease for the same 4 copiers/printers |
| **Recommended Motion:** |
| Approve Ubeo Lease agreement for two large and two small Canon copiers for the term of 36 months, commencing July 1, 2025 at $628.32 per month |
| **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