



Midpeninsula Regional
Open Space District

PROCUREMENT AGENDA ITEM

R-25-131
Meeting 25-29
October 22, 2025

AGENDA ITEM 6

AGENDA ITEM

Amendment to Pacific Office Automation contract for Copy Machine Lease to add funds for usage payments.

GENERAL MANAGER'S RECOMMENDATION(S)

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Authorize the increase to Pacific Office Automation's copy machine lease contract by \$20,000 to include usage charges, for a not-to-exceed contract amount of \$69,500.

DISCUSSION

In April 2022, Midpeninsula Regional Open Space District (District) executed a 4-year contract with Pacific Office Automation for the lease of 8 copy machines. The total contract amount was \$49,500, to be invoiced at \$1,031.25 per month for 48 months to cover the lease payments. The usage costs per copy were inadvertently not factored into the total contract amount. To ensure full transparency and contract authorization, both lease and usage fees should be paid under the contract. Based on the history of copy machine usage starting in 2022, the usage cost during the four-year term are estimated to reach approximately \$20,000. Therefore, an increase in \$20,000 to the contract for copy machine usage is necessary, increasing the original contract amount to \$69,500 for the four-year lease period.

BUDGET / FISCAL IMPACT

The current fiscal year budget contains:

- ☒ sufficient funds.
- ☐ insufficient funds; the next quarterly budget update will include a reallocation of unspent funds from other project budgets to cover for this expenditure.
- ☐ insufficient funds; approval of this item requires a fiscal year budget augmentation.
- ☐ future fiscal year budgets will include additional funds to complete the contracted work.

Measure AA

- ☒ No, this contract is not part of a Measure AA project.
- ☐ Yes, this contract is part of a Measure AA project.

PROCUREMENT PROCESS AND SELECTION

Pacific Office Automation provided the lowest cost proposal of three vendors. The agreement leverages “piggyback” pricing based on the Organization for Educational Technology and Curriculum (OETC) cooperative agreement with Pacific Office Automation, executed in 2017 following a Request for Proposals (RFP) process.

PRIOR BOARD ACTION SUPPORTING THE PROJECT

None – the prior contract was entered into under the General Manager’s purchasing authority.

PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

CEQA COMPLIANCE

This item is not a project subject to the California Environmental Quality Act.

NEXT STEPS

Following Board approval, staff will increase the total not-to-exceed contract amount to \$69,500. The current lease with Pacific Office Automation ends in May 2026.

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