




**EAST BAY REGIONAL PARK DISTRICT
BOARD OF DIRECTORS MEETING
AGENDA STAFF REPORT**

DATE	March 18, 2025
TITLE	Authorization to Amend a Contract with Xerox Corporation to Consolidate Individual Contracts into One District-wide Contract and to Increase the Total Amount of the Contract To \$634,535
DIVISION	Finance and Management Services
FROM	Juancho Flores, Office Services Manager Katie Dignan, Assistant Finance Officer Deborah Spaulding, Assistant General Manager of Finance and Management Services
APPROVED	Sabrina Landreth, General Manager 

RECOMMENDATION

The General Manager recommends that the Board of Directors authorize an amendment to the Xerox Corporation contract to consolidate all District-wide Xerox contracts for copiers and printers and to increase the total amount of the contract to \$634,535.

BACKGROUND

The East Bay Regional Park District (Park District), as part of normal business process, requires equipment for copying and printing of documents. In 2021, by Resolution 2021-12-351, the Board of Directors authorized the renewal of the lease agreement with Xerox Corporation for copy/print devices at Peralta Oaks Administration Building, Richard C. Trudeau Training Center and Pacheco Cooperation Yard. The current contract with Xerox Corporation is for the period January 1, 2022 to December 31, 2026 at total value of \$473,375. Annually the Park District has paid approximately \$95,000 per year for copy and print services.

ANALYSIS

For all other district locations (besides Peralta Oaks, Trudeau and Pacheco), historically each location with Xerox copy and print machines has entered into its own site-specific lease agreement with Xerox Corporation. In an effort to reduce administrative workload, simplify the contract and invoice processing, and facilitate better budget management staff is recommending that all Xerox lease agreements be consolidated into one District-wide Contract.

The amended contract will add 29 locations and 59 printers/copiers to the existing contract for the remaining two years, increasing the total contract value to \$634,535. The contract will be administered and managed through Office Services.

FISCAL IMPACT

This action will increase the contract authorization to \$634,535 to fund projected costs for Xerox

printer and copiers throughout the Park District. Sufficient funds have already been budgeted in each department to cover the cost of copies/printers. Internal budget transfers will be initiated to move \$80,580 to the Office Services Budget, account #101-4160-000-6443 for 2025.

ATTACHMENTS:

None.



**EAST BAY REGIONAL PARK DISTRICT
RESOLUTION 2025 – 03 -
MARCH 18, 2025**

**AUTHORIZATION TO AMEND A CONTRACT WITH XEROX CORPORATION
TO CONSOLIDATE INDIVIDUAL CONTRACTS INTO ONE DISTRICT-WIDE
CONTRACT AND TO INCREASE THE TOTAL AMOUNT OF THE CONTRACT
TO \$634,535**

WHEREAS, the East Bay Regional Park District (Park District), as part of normal business process, requires equipment for copying and printing of documents and is also required to maintain the equipment in good operating status; and

WHEREAS, the Park District has an existing contract with Xerox Corporation for maintenance of copy/print equipment at the Peralta Oaks Administration Building, Richard C. Trudeau Training Center and Pacheco Corporation Yard; and

WHEREAS, consolidation of all copy/printer equipment into one agreement will streamline contract administration and invoice processing workload throughout the district; and

WHEREAS, all purchases in excess of \$50,000 require approval by the Board of Directors; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the East Bay Regional Park District hereby approve the amendment to consolidate all District Xerox Corporation leases into one Peralta Oaks “Master” Contract and increase the total amount of the contract to \$634,535 as presented to the Board on March 18, 2025; and

BE IT FURTHER RESOLVED, that the General Manager is hereby authorized and directed, on behalf of the Park District and in its name, to execute and deliver such documents and to do such acts as may be deemed necessary or appropriate to accomplish the intentions of this resolution.

Moved by Director _____, and seconded by Director _____, and adopted March 18, 2025, by the following vote:

FOR:

AGAINST:
ABSTAIN:
ABSENT: