

5. 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



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

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<b>DATE</b>	March 18, 2025
<b>TITLE</b>	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
<b>DIVISION</b>	Finance and Management Services
<b>FROM</b>	Juancho Flores, Office Services Manager Katie Dignan, Assistant Finance Officer Deborah Spaulding, Assistant General Manager of Finance and Management Services
<b>APPROVED</b>	Sabrina Landreth, General Manager 

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**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: