

Kittitas County Juvenile Probation

Agenda Staff Report

AGENDA DATE:

4/6/2010

ACTION REQUESTED:

Move to ratify Vice Chair's signature on adjusted Purchase Order for two Multi Function Document Devices (copiers).

BACKGROUND:

BOCC approved prior contract documents including Purchase Orders for two separate machines. Xerox company requested billing address, delivery address, reference to State contract number, and print billable amount be added to PO. Prior documents included those obligations already.

INTERACTION:

Vendor Pinnell advised Xerox would not ship machines without the PO adjusted to reflect the items indicated above. We have been waiting for delivery of new machines and suffering break downs in existing machines while waiting. Vendor advised machines would be shipped once document was recieved. Prosecutor confirmed process was ok.

RECOMMENDATION:

Ratify Vice Chair's signature.

HANDLING:

Maintain copy for County files.

LEAD STAFF:

William Holmes