

Kittitas County Juvenile Probation

Agenda Staff Report

AGENDA DATE:

8/16/2011

ACTION REQUESTED:

BOCC Chair sign Purchase Agreement, Annual Service & Supply Agreement and Purchase Order.

BACKGROUND:

Replacment multi-function device for Juvenile Dept (and back up to Clerk) originally leased as part of a two machine purchase where original small machine did not meet IS nor Dept needs. Original was leased using State Contract parameters.

INTERACTION:

Vendor worked extensively to obtain a machine to meet our needs when original machine did not meet scanning needs. Documentation was processed through Prosecutor review. A Purchase Order had not been part of original documentation reviewed by Prosecutor. One has been submitted for legal review to accompany other documents.

RECOMMENDATION:

Move to approve the Chair's signature to the two contract documents and concur in the issuance of a Purchase Order.

HANDLING:

Return to JCA W. Holmes for final original signatures to be obtained and original signed copy returned.

LEAD STAFF:

William Holmes