
INFORMATION SERVICES



COUNTY OF SANTA CRUZ

GOVERNMENT CENTER
(408) 454-2030
KENNETH D. WEDDERBURN
DIRECTOR

701 OCEAN STREET SANTA CRUZ, CALIFORNIA 95060
TDD: (408) 454-2123
FAX: (408) 454-2433

May 25, 1998

Agenda: June 9, 1998

BOARD OF SUPERVISORS
Santa Cruz County
701 Ocean Street
Santa Cruz, CA 95060

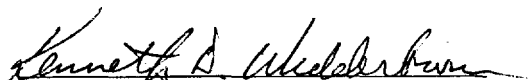
Approve Purchase of Spiral Binding Machine for Duplicating Division
of Information Services

Dear Members of the Board:

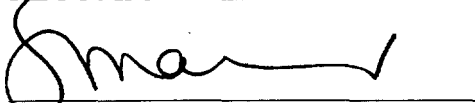
The Duplicating Division of Information Services has received approval from your board for the replacement purchase of a new spiral binding machine. Further evaluation of this machine indicates that the budgeted model is inadequate to meet the requirements of peak workload times such as budget projects and various reports generated throughout the year by County Departments. The model which more closely reflects the production capabilities of our existing machine costs \$3 180. This is an increase of \$680 over the amount currently approved by your board. Funds are available in the 1997-98 fixed asset budget to cover the cost of this increase.

It is therefore RECOMMENDED that your Board approve the fixed asset purchase of a GBC model 1111 spiral binding machine at a cost of \$3 180.

Very Truly Yours,


Kenneth D. Wedderburn
Director of Information Services

RECOMMENDED:


Susan A. Mauriello
County Administrative Officer

cc: County Administrative Office
Auditor-Controller
General Services Purchasing
Information Services