



**BOARD OF SUPERVISORS
AGENDA LETTER**

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Submitted on:
(COB Stamp)

Department Name: General Services
Department No.: 063
Agenda Date: April 7, 2026
Placement: Administrative Agenda
Estimated Time: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director(s): Kirk Lagerquist, Director
Contact: Lynne Dible, Assistant Director
SUBJECT: Multi-Department Master Service Agreements – All Districts

DocuSigned by:
Kirk Lagerquist
19AEDA90054E4CE...

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: Procurement, Risk Management

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve, and direct the Chief Procurement Officer (Purchasing Agent) to execute and administer the First Amendment to Master Service Agreement with Coastal Copy, Inc. (Attachment 1) increasing the Maximum Contract Amount by \$150,000.00 for an amended Maximum Contract Amount of \$550,000.00 (Coastal Copy Amendment); and
- b) Approve, and direct the Chief Procurement Officer to execute and administer the First Amendment to Master Service Agreement with Pacific Petroleum California, Inc. (Attachment 2) increasing the Maximum Contract Amount by \$150,000.00 for an amended Maximum Contract Amount of \$750,000.00 (Pacific Petroleum Amendment); and
- c) Determine that the above action is not a “project” and is exempt from California Environmental Quality Act (CEQA) pursuant to section 15378(b)(5) of the CEQA guidelines because it is an organization or administrative activity of government that will not result in direct or indirect physical changes to the environment.

Summary Text:

This item is before the Board today for approval on two amendments (Amendments) to Master Service Agreements (MSAs) (i) increasing the Maximum Contract Amount of the MSA with Coastal Copy, Inc., by \$150,000.00, for an amended Maximum Contract Amount of \$550,000.00, and (ii) increasing the Maximum Contract Amount of the MSA with Pacific Petroleum, Inc., by \$150,000.00, for an amended Maximum Contract Amount of \$750,000.00.

Background:

The attached annual multi-Department MSAs are administered by Procurement Services for the services specified therein. On June 3, 2025, and June 24, 2025, the Board approved the MSAs with Coastal Copy, Inc., with a Maximum Contract Amount of \$400,000.00, and Pacific Petroleum California, Inc., with a Maximum Contract Amount of \$600,00.00, respectively. Coastal Copy Inc. provides service, parts, and labor for printing related tasks throughout the County, including travelling to certain locations to help fix printers, scanners, and copiers, as well as remote monitoring to ensure equipment is functioning properly. Pacific Petroleum California, Inc. collects, transfers, and disposes both hazardous and non-hazardous materials throughout the County. Services also include cleaning these materials and providing equipment such as backhoes, graders, compactors, excavators, forklifts, air compressors, and generators

Procurement Services is requesting an increase in the Maximum Contract Amounts payable under the aforementioned MSAs in order to pay for additional printing-related services and hazardous and non-hazardous hauling, respectively, due to increased departmental needs for such services. Procurement Services recommends Board approval of the Amendments in order to increase the aggregate expenditure amount authorized under the Coastal Copy Inc. and Pacific Petroleum California, Inc. MSAs to pay for the additional services thereunder.

Fiscal and Facilities Impacts:

Budgeted: County departments receiving and responsible for paying for services under the MSAs may bring budget revisions to the Board for approval to fulfill their respective cost obligations as needed.

Fiscal Analysis:

The price(s) and other terms and conditions for specific services to be provided pursuant to the MSAs remain unchanged. Social Services, Behavioral Wellness, and Public Works, are the County departments requesting an increase in the amount of compensation payable for services under the MSAs. These departments are responsible for ensuring that sufficient appropriations are included in such requesting departments' adopted budget prior to submitting a request to Procurement Services for such MSA amendments.

Special Instructions:

Please send one (1) copy of the minute order to Lynne Dible, General Services at ldible@countyofsb.org and 1 (one) copy to Phung Loman, General Services at ploman@countyofsb.org.

Page 3 of 3

Austin Venezia to docket a fully executed agreement to the Clerk of the Board upon execution.

Attachments:

Attachment 1: First Amendment to Master Service Agreement – Coastal Copy Inc.

Attachment 2: First Amendment to Master Service Agreement – Pacific Petroleum California, Inc.

Contact Information:

Austin Venezia
Senior Procurement Specialist, General Services
auvenezia@countyofsb.org