



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 02/03/2026

ITEM NO: 8

DATE: February 3, 2026
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: **Authorize the Town Manager to Execute an Amendment to the Agreement with MBS Business Systems (MBS) to Remove the Table Specifying Annual Printer Replacement Costs While Maintaining the Total Not-to-Exceed Amount of \$260,540**

RECOMMENDATION: Authorize the Town Manager to execute an amendment to the agreement with MBS Business Systems (MBS) to remove the table specifying annual printer replacement costs while maintaining the total not-to-exceed amount of \$260,540.

FISCAL IMPACT:

This amendment has no fiscal impact. There are sufficient funds available to cover the cost of the amended agreement for the remainder of this fiscal year. Future contract years will be incorporated into the Town's proposed Budgets.

STRATEGIC PRIORITY:

This amendment supports the Town's top strategic priority by promoting prudent financial management and operational efficiency. By removing the rigid annual printer replacement schedule while maintaining the overall not-to-exceed amount of \$260,540, the Town can optimize expenditures based on actual needs rather than fixed timelines.

PREPARED BY: Jeffrey Cheung
Systems Administrator

Reviewed by: Town Manager, Assistant Town Manager, Chief Technology Officer, Town Attorney, and Administrative Services Director

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SUBJECT: Authorize the Town Manager to Execute an Amendment to Execute Agreement
with MBS Business Systems

DATE: February 3, 2026

BACKGROUND:

The Town Council previously authorized a five-year agreement with MBS in 2024, for printer purchase, replacement, management, and maintenance services, not to exceed \$260,540. The agreement included a detailed table outlining anticipated annual replacement costs.

DISCUSSION:

Staff recommend amending the agreement to remove the annual cost breakdown table for printer replacements. This change will provide flexibility to adjust annual expenditure based on actual needs rather than adhering to a fixed schedule. The total not-to-exceed amount of \$260,540 will remain unchanged.

This amendment ensures that the Town can replace printers as needed, rather than following a predetermined plan, allowing for cost optimization and better alignment with operational requirements. Maintenance services and cooperative purchasing terms remain in effect.

CONCLUSION:

The amendment will allow the Town to manage printer replacements more efficiently while maintaining fiscal responsibility. Staff recommends that the Town Council authorize the Town Manager to execute this amendment.

COORDINATION:

The Finance Department, Town Attorney, Information Technology, and Town Manager's Office coordinated this report.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. Proposed Amendment to Town MBS Agreement