



**Contra  
Costa  
County**

To: Board of Supervisors

From: John Kopchik, Director, Conservation & Development Department

Date: January 5, 2016

Subject: Contract Amendment with ImagingTek, Inc. for "Document Imaging Services" (Contract C49469)

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to execute a contract amendment with ImagingTek, Inc., to extend the term from January 30, 2016 through January 31, 2017 and increase the payment limit by \$161,000 to a new payment limit of \$412,000, to allow the Contractor to continue to provide document imaging services.

**FISCAL IMPACT:**

No impact to the General Fund. The contract is funded by 100% Land Development Fees.

**BACKGROUND:**

In January of 2014, the Department of Conservation and Development (DCD) entered into a contact with ImagingTek, Inc., to provide technical assistance and services to DCD related to the conversion of DCD documents and files into the Laserfiche electronic format. The conversion will help DCD access all permits via electronic format, thereby reducing DCD storage needs as well as costs associated with it. DCD still has data that requires conversion; this amendment will allow the Contractor to continue to provide the services.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/05/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Mary N. Piepho, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: January 5, 2016

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Chris Heck, Deputy

Contact: Victoria Mejia  
925-674-7726

cc:

**CONSEQUENCE OF NEGATIVE ACTION:**

If the proposed contract amendment is not approved, ImagingTec, Inc., would not continue to provide the services, which may result in DCD staff not having the ability to access permits via electronic format. This would result in the necessity of DCD having to store data at storage facilities and pay for renting the facilities.