



Contra  
Costa  
County

To: Board of Supervisors  
From: David O. Livingston, Sheriff-Coroner  
Date: September 19, 2017  
Subject: Ricoh, USA, Inc.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Sheriff-Coroner, or designee to execute a contract with Ricoh, USA, Inc., in an amount not to exceed \$300,000 for scanning and indexing services for the term October 1, 2017 through September 30, 2019.

**FISCAL IMPACT:**

\$300,000 General Fund; Budgeted.

**BACKGROUND:**

The Office of the Sheriff-Coroner has a backlog of files currently kept at the Office of the Sheriff's Records and Identification Unit. These documents include federal bookings and the Office of the Sheriff's Custody Alternative bookings. Due to the short staffing issues that continues to face the Sheriff's Records Unit it is imperative to have an outside contractor complete the work.

**CONSEQUENCE OF NEGATIVE ACTION:**

The Office of the Sheriff will be unable to scan an index the backlog of documents at the Office of the Sheriff's Records and Identification Unit.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **09/19/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, 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: September 19, 2017

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

By: June McHuen, Deputy

Contact: Sandra Brown  
925-335-1553

cc:

**CHILDREN'S IMPACT STATEMENT:**

No impact.