



**Contra
Costa
County**

To: Board of Supervisors

From: John Kopchik, Director, Conservation & Development Department

Date: January 16, 2018

Subject: Contract amendment with ImagingTek, Inc., for "Document Imaging Services"

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 31, 2018 through January 31, 2019 with no change to the existing payment limit of \$412,000, to allow the Contractor to continue to provide document imaging services.

FISCAL IMPACT:

No impact to the County 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 contract 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 / plans via electronic format, thereby reducing DCD storage needs as well as costs associated with it. DCD has additional plans that require scanning / 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: **01/16/2018** ☒ 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
Federal D. Glover, District V
Supervisor

ABSENT: Karen Mitchoff, District IV
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 16, 2018

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

By: June McHuen, Deputy

Contact: Patricia Zaragoza
925-674-7857

cc:

CONSEQUENCE OF NEGATIVE ACTION:

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