



**Contra
Costa
County**

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: December 18, 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, 2019 through January 31, 2020 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 ongoing plans/documents that require scanning/conversion. DCD has large documents that need to be scanned and it is more cost effective to continue to have ImagingTek provide the service than adding new

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **12/18/2018** ☒ 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
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: December 18, 2018

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

By: Laura Cassell, Deputy

Contact: Kelli Zenn -
925-674-7726

cc:

equipment. Per the attached State of California Health and Safety Code, DCD is required to maintain an official copy of plans of every building during the life of the building, for which DCD issued a building permit. This amendment will allow the Contractor to continue to provide the document imaging services.

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.