



**Contra
Costa
County**

To: Contra Costa County Fire Protection District Board of Directors
From: Jeff Carman, Chief, Contra Costa County Fire Protection District
Date: February 12, 2019

Subject: Contract for Document Scanning

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract containing modified indemnification language with Ricoh USA, Inc., in an amount not to exceed \$75,000, for document scanning services for the period February 12, 2019, through February 11, 2020.

FISCAL IMPACT:

An appropriation exist for this service in the Contra Costa County Fire Protection District's adopted budget.

BACKGROUND:

The Contra Costa County Fire Protection District (District) brings in plans and specifications for evaluation of compliance with State and Local codes, and is required to keep those plans for the life of a building. The District also conducts inspections of both new and existing buildings, and generates paperwork demonstrating compliance with various codes and standards. These documents need to be kept for a period of years as well. Because of the number of pages the District takes in, storage of these documents takes up an extraordinary amount of space, and so scanning of the documents is the most cost effective

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **02/12/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, Director
Candace Andersen, Director
Diane Burgis, Director
Karen Mitchoff, Director
Federal D. Glover, Director

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: February 12, 2019

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

Contact: Lewis Broschard,
Deputy Chief 925-941-3300

By: June McHuen, Deputy

cc:

long term solution for the District. Ricoh USA, Inc.

BACKGROUND: (CONT'D)

is a digital business service provider with the ability to pick up and scan the documents and deliver the digital media in the format required by the District.

This contract includes modifications to the General Conditions, Paragraph 18 (Indemnification), requiring that the District defend and indemnify the contractor from any claim, suit, demand, liability, cause of action, damage or cost for infringement of an intellectual property right arising from the copying of materials provided by the District.

CONSEQUENCE OF NEGATIVE ACTION:

The District will not have the ability to scan documents and will have to continue to store large quantities of paper documents.