



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: May 7, 2019

Subject: APPROVE Contract Amendment No. 2 with ECS Imaging, Inc. Countywide.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a Contract Amendment No. 2 with ECS Imaging, Inc., effective May 7, 2019, to increase the payment limit by \$48,000 from \$385,402 to a new payment limit of \$433,402, and to extend the term from September 30, 2019 to September 30, 2020 for additional necessary work associated with the implementation of Laserfiche, an electronic records content management system, Countywide. Project No.: Various

FISCAL IMPACT:

100% by various funds that have been approved for the implementation of Laserfiche. The amount of \$48,000 is for project management.

BACKGROUND:

On September 27, 2016, the Board of Supervisors approved a contract with ECS Imaging, Inc., for software, software support and Laserfiche implementation for all Public Works divisions. On January 16, 2018, the Board of Supervisors approved Contract Amendment

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/07/2019** ☒ 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: May 7, 2019

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

By: Laura Cassell, Deputy

Contact: Carrie Ricci,
925-313-2235

cc:

No. 1 with ECS Imaging, Inc. to purchase additional software modules and licenses, and to continue with project management. Public Works continues to have files that must be scanned and indexed correctly to assure

BACKGROUND: (CONT'D)

that searching the electronic files results in accurate retrieval of data, documents and images by both staff and the public. To this end, Public Works has secured funds for project management services to complete the implementation Department-wide. The project management is to work with Public Works divisions to complete their work processes and set up work flows in Laserfiche to more efficiently store records electronically.

CONSEQUENCE OF NEGATIVE ACTION:

Without approval of the contract amendment, Public Works will not be able to complete Laserfiche implementation and/or provide software and support for the existing system.