



Contra  
Costa  
County

To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: June 18, 2019

Subject: Authorization to Execute an Agreement with ECS Imaging, Inc.; Buchanan Field and Byron Airport

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a Software and Services Agreement with ECS Imaging, Inc., in the amount not to exceed \$60,635.00 for the implementation, license and support of Laserfiche, an electronic records content management system, for the period of June 11, 2019, through June 4, 2024. Concord and Byron Areas (District III and District IV).

**FISCAL IMPACT:**

100% Venture Capital Funds (General Fund)

**BACKGROUND:**

The Public Works Department-Airports

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **06/18/2019** ☒ 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: June 18, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Beth Lee (925)  
681-4200

cc:

## BACKGROUND: (CONT'D)

Division (“Airports”) is heavily reliant on paper records, such as (but not limited to): public records, Federal Aviation Administration (FAA) records, airport as-built maps, airport property plans, airport emergency plans, emergency contact information, emergency supply locations and inventories, etc.. The Airports has a responsibility to be financially self-sufficient, as is a requirement by the FAA; expediting access to critical files, would greatly assist the Airports in fulfilling that requirement.

The Airports Division consists of two airports, Buchanan Field in Concord, CA and Byron Airport in Byron, CA. These records are currently stored in inconvenient office areas or warehouse space throughout our Concord facility, which has taken up work areas for Airport staff and leads to an inefficient use of staff time, making it especially difficult for Byron Airport staff in locating records. Buchanan Field and Byron Airport are designated as reliever sites in the event of a catastrophic incident in the larger region. The Airports would like to bring conformity to both Buchanan Field and Byron Airport and be consistent with Public works policies regarding long-term goals with records storage.

Under the contract, the County agrees to defend and indemnify the Laserfiche licensor, Compulink Management Center, Inc. from and against claims brought against them arising out of the County’s breach of the agreement, claims the County’s data, or use of the service in violation of the agreement, or claims that their use of the County Data is not authorized.

## CONSEQUENCE OF NEGATIVE ACTION:

Without approval of the contract, the Airports will continue to be heavily reliant on paper records and unable to improve administration and operations systems and staff time efficiency.

## ATTACHMENTS

ECS Imaging Software & Services Agreement