



Contra
Costa
County

To: Board of Supervisors
From: David O. Livingston, Sheriff-Coroner
Date: September 10, 2019
Subject: Ricoh, USA, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Sheriff-Coroner, or designee to execute a contract amendment with Ricoh, USA, Inc., to increase the payment limit by \$200,000 to a new limit of \$500,000 and extend the date of the contract from October 1, 2017 through September 30, 2021 for scanning and indexing services.

FISCAL IMPACT:

\$500,000 General Fund; Budgeted.

BACKGROUND:

The Office of the Sheriff-Coroner has a backlog of files currently kept at the Office of the Sheriff's Records and Identification Unit. These documents include federal bookings and the Office of the Sheriff's Custody Alternative bookings. Due to the short staffing issues that continues to face the Sheriff's Records Unit it is imperative to have an outside contractor complete the work.

CONSEQUENCE OF NEGATIVE ACTION:

The Office of the Sheriff will be unable to scan and index the backlog of documents at the

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **09/10/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: Candace Andersen, District II
Supervisor
Diane Burgis, District III
Supervisor
Karen Mitchoff, District IV
Supervisor
Federal D. Glover, District V
Supervisor

ABSENT: John Gioia, District I
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: September 10, 2019

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

By: Laura Cassell, Deputy

Contact: Sandra Brown
925-335-1553

cc:

Office of the Sheriff's Records and Identification Unit.

CHILDREN'S IMPACT STATEMENT:

No impact.