



**Contra  
Costa  
County**

To: Board of Supervisors  
From: John Kopchik, Director, Conservation & Development Department  
Date: January 7, 2020

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, 2020 through January 31, 2022 and increase the payment limit by \$80,000 to a new payment limit of \$492,000, to provide continuing document imaging services.

**FISCAL IMPACT:**

No impact to the County General Fund. The contract is funded by 100% Land Development Fees.

**BACKGROUND:**

In January 2014, the Department of Conservation and Development (DCD) entered into a contract with ImagingTek, Inc., to provide technical assistance and services for the conversion of DCD documents and files into an electronic format, Laserfiche. This conversion enabled DCD to access all permits/plans electronically, thereby reducing DCD physical storage needs and costs.

Per the attached State of California Health and Safety Code, DCD is required to maintain an

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

---

Action of Board On: **01/07/2020** ☒ 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: January 7, 2020

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

By: Laura Cassell, Deputy

Contact: Patricia Zaragoza  
925-674-7857

cc:

official copy of plans of every building throughout the life of the building, for which DCD issued a building permit. This results in a large volume of documents that need to be stored. Further, DCD has other ongoing plans/

### BACKGROUND: (CONT'D)

documents, and an abundance of unusually large documents that require scanning/conversion. At this point, it is more cost effective to have ImagingTek continue providing the service rather than acquiring the required equipment.

### CONSEQUENCE OF NEGATIVE ACTION:

If the proposed contract amendment is not approved, ImagingTek, Inc., would not be able to continue providing its services, which may result in DCD staff's inability to access permits/plans electronically. Likewise, DCD would then have to store data at storage facilities and pay for physical storage costs.

### ATTACHMENTS

Health and Safety Code 19850