



Contra  
Costa  
County

To: Board of Supervisors  
From: David O. Livingston, Sheriff-Coroner  
Date: August 10, 2021  
Subject: Ricoh, USA, Inc.

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Sheriff-Coroner, or designee to execute a contract amendment with Ricoh, USA, Inc., to extend the term of the contract from October 1, 2017 through September 30, 2022 and for continued scanning and storing of documents as digital images, with no change to the payment limit of \$500,000.

**FISCAL IMPACT:**

\$500,000; Budgeted. 100% General Fund.

**BACKGROUND:**

The Office of the Sheriff needs to amend and extend the contract with Ricoh USA, Inc for scanning and indexing services. 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. This amendment is in response to a change order provided by Ricoh regarding the scanning and storing of documents as digital images and to extend the termination date from September 30, 2021 to September 30, 2022.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **08/10/2021** ☒ 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: August 10, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Chrystine Robbins,  
925-655-0008

By: Laura Cassell, Deputy

cc:

**CONSEQUENCE OF NEGATIVE ACTION:**

The Office of the Sheriff will be unable to scan and index the backlog of documents at the Office of the Sheriff's Records and Identification Unit.

CHILDREN'S IMPACT STATEMENT:

No impact.