



Contra
Costa
County

To: Board of Supervisors
From: David O. Livingston, Sheriff-Coroner
Date: November 16, 2021
Subject: Ricoh, USA, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Sheriff-Coroner, or designee to execute a contract amendment with Ricoh, USA, Inc., increasing the the payment limit by \$200,000 to a new payment limit of \$700,000, with no change to the contract term of October 1, 2017 through September 30, 2022.

FISCAL IMPACT:

This is a budgeted expense for the Office of the Sheriff.

BACKGROUND:

The Office of the Sheriff needs to amend the contract with Ricoh USA, Inc for scanning and indexing services. There are a backlog of files currently kept at the Office of the Sheriff's Records and Identification Unit. These documents include detention bookings, federal bookings, and the Office of the Sheriff's Custody Alternative bookings that are being scanned into digital files for permanent storage. This amendment is necessary to increase the contract payment limit by \$200,000 to \$700,000 through the end of the contract term, September 30, 2022.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **11/16/2021** ☒ 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: November 16, 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.