



**Contra
Costa
County**

To: Board of Supervisors

From: John Kopchik, Director, Conservation & Development Department

Date: February 1, 2022

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, 2022 through January 31, 2024 and increase the payment limit by \$120,000 to a new payment limit of \$612,000, for the continuation of document imaging services.

FISCAL IMPACT:

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

BACKGROUND:

In January of 2014, the Department of Conservation and Development (DCD) entered into a contract with ImagingTek, Inc., to provide technical assistance and services to DCD related to the conversion of DCD documents and files into the Laserfiche electronic format. The conversion will help DCD access all permits/plans via electronic format, thereby reducing DCD storage needs and associated costs. DCD has ongoing plans/documents that require scanning/conversion. DCD has large documents that need to be scanned and it is more cost effective to continue to have ImagingTek to continue to provide the service than adding new

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **02/01/2022** ☒ 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: February 1, 2022

, County Administrator and Clerk of the Board of Supervisors

By: Antonia Welty, Deputy

Contact: Patricia Zaragoza
925-655-2789

cc:

equipment. Per the attached State of California Health and Safety Code, DCD is required to maintain an official copy of plans of every building during the life of the building, for which DCD issued a building permit. This amendment will allow the Contractor to continue to provide the document imaging services for another two years through January 31, 2024.

CONSEQUENCE OF NEGATIVE ACTION:

If the proposed contract amendment is not approved, ImagingTek, Inc., would not be able to continue to provide the services, which may result in DCD staff not having the ability to access permits/plans via electronic format. This would result in the necessity of DCD having to store data at storage facilities and pay for renting the facilities.