



Contra
Costa
County

To: Board of Supervisors
From: David O. Livingston, Sheriff-Coroner
Date: February 28, 2023

Subject: Ricoh, USA, Inc. - Contract Amendment

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Sheriff-Coroner, or designee to execute a contract amendment with Ricoh, USA, Inc., to extend the termination date from September 30, 2022 to December 31, 2022 for continued scanning and storing of documents as digital images, with no change to the payment limit of \$700,000.

FISCAL IMPACT:

\$700,000; 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, 2022 to December 31, 2022.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/28/2023** ☒ 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
Ken Carlson, 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 28, 2023

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

By: June McHuen, Deputy

Contact: Donn David,
925-655-0037

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.