

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

June 25, 2024

FROM

CHRIS WILHITE, Assessor-Recorder-County Clerk

SUBJECT

Agreement with US Imaging, Inc. for Micrographics, Film Conversion, and Indexing Services

RECOMMENDATION(S)

Approve **Agreement No. 24-563** with US Imaging, Inc. to provide micrographics, film conversion, and indexing services, in an amount not to exceed \$4,910,000 beginning July 1, 2024 through June 30, 2027, with one two-year option to extend the term of the agreement. (Presenter: Chris Wilhite, Assessor-Recorder-County Clerk, 382-3208)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

**Improve County Government Operations.
Operate in a Fiscally-Responsible and Business-Like Manner.**

FINANCIAL IMPACT

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost). Revenue for these services is generated by fees charged for recording documents and for issuing vital records. The estimated cost for the three-year contract is not to exceed \$4,910,000 with projected annual expenditures as follows:

Fund Center	Applicable Service	2024-25	2025-26	2026-27	Total
3110002340	Recorder Micrographics, Film Conversion, and Indexing	\$500,000	\$500,000	\$500,000	\$1,500,000
3110002342	Vital Statistics Micrographics, Film Conversion, and Indexing	\$20,000	\$20,000	\$20,000	\$60,000
3110002348	Social Security Truncation Program	\$1,000,000	\$1,000,000	\$0	\$2,000,000
3110002349	Restrictive Covenant Modification Program	\$450,000	\$450,000	\$450,000	\$1,350,000
Total		\$1,970,000	\$1,970,000	\$970,000	\$4,910,000

Adequate appropriation and revenue have been included in the 2024-25 Recommended Budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

The Recorder-County Clerk Division of the Assessor-Recorder-County Clerk (ARC) is responsible for the following:

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- Recording and safeguarding of any document that is authorized or required by statute or court order to be recorded;
- Issuing birth, death, and marriage certificates;
- Maintaining accurate index information on microfilm/fiche and create digital images of these records; and
- Removing unlawful and discriminatory covenants from records through the Restrictive Covenant Modification Program.

This agreement is necessary to accomplish the responsibilities identified above, support the data management plans of the ARC, and enable the Recorder-County Clerk Division to meet government mandates.

The recommended agreement with US Imaging, Inc. includes three types of work, all of which are vital to daily operations:

1. Micrographics - Conversion of scanned images to microfilm for preservation of permanent County records.
2. Film Conversion - Places digital, microfiche, and film images of documents on silver or diazo film for more durable preservation.
3. Indexing - Identifies fields to be used to retrieve images of recorded documents.

Approval of this recommended agreement will allow the ARC to improve County government operations and operate in a fiscally-responsible and business-like manner.

PROCUREMENT

The County Administrative Office and Purchasing Department (Purchasing) approved the release of Request for Proposals (RFP) No. ARC124-RECR-5250 for micrographics, film conversion, and indexing on February 7, 2024. The Recorder-County Clerk Division of the ARC received two proposals from KoFile Technologies, Inc. (Dallas, TX) and US Imaging, Inc. (Saginaw, MI).

An evaluation team consisting of staff from the ARC evaluated the proposals based on qualifications, experience, technical ability, plan cost, proposed work plan, and references. The evaluation committee recommends US Imaging, Inc. for a contract to provide all services based on the overall best value to the County. The agency not recommended for contract award was notified by e-mail on June 3, 2024, and certified U.S. Mail on June 4, 2024. No protests were received. Purchasing supports this competitive procurement based on the RFP above.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Kenneth Brown, Deputy County Counsel, 387-5455) on May 31, 2024; Purchasing (Ariel Gill, Supervising Buyer, 387-2070) on May 30, 2024; Risk Management (Loretta Acuña, Staff Analyst II, 386-9039) on May 30, 2024; Finance (Penelope Chang, Administrative Analyst, 387-4886) on June 5, 2024; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on June 5, 2024.

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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Curt Hagman Seconded: Joe Baca, Jr.
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY  _____
DATED: June 25, 2024



cc: ARC - Faussier w/agree
Contractor - c/o ARC w/agree
File - w/agree
CCM 07/8/2024