

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

June 2, 2020

FROM

BOB DUTTON, Assessor-Recorder-County Clerk

SUBJECT

Amendment to Contract with US Imaging, Inc. for Micrographics, Film Conversion, and Indexing Services

RECOMMENDATION(S)

Approve **Amendment No. 1 to Agreement No. 19-381** with US Imaging, Inc. for micrographics, film conversion, and indexing services increasing the original contract amount of \$1,500,000 by \$3,200,000 for a total contract amount of \$4,700,000 with no change to the contract terms and contract period of July 1, 2019 through June 30, 2022.

(Presenter: Bob Dutton, Assessor-Recorder-County Clerk, 382-3207)

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) as the amendment amount of \$3,200,000 will be funded by revenue in the Assessor-Recorder-County Clerk's (ARC) Modernization Special Revenue Fund. This fund receives revenue generated by fees charged for recording documents. The estimated total cost for this contract amendment is not to exceed \$3,200,000, with projected annual expenditures as follows:

Cost Center	Applicable Services	FY2019-20	FY2020-21	FY2021-22
3110002340	Recorder Micrographics, Film Conversion, and Indexing	\$649,500	\$1,550,000	\$1,000,500

The recommended amendment to Agreement No. 19-381 would increase the original contract amount of \$1,500,000 by \$3,200,000, bringing the total contract amount to \$4,700,000. Adequate appropriation and revenue have been included in ARC's 2019-20 Modernization (3110002340) budget and will be included in future recommended ARC Modernization (3110002340) budgets.

BACKGROUND INFORMATION

On June 11, 2019 (Item No. 14), the Board of Supervisors approved Agreement No. 19-381 with US Imaging, Inc. to provide micrographics, film conversion, and indexing services for ARC from July 1, 2019 through June 30, 2022, in an amount not to exceed \$1,500,000. The original contract amount was based on the estimated daily volume of scanning current recordable

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documents. After going-live with the Recorder-County Clerk's new software system called Horizon in September 2019, a need was identified to scan more records than was initially anticipated because ARC staff discovered that images of documents transferred from the old system to the new system were either incomplete or missing. The previous system used by the Recorder-County Clerk had inherent flaws and images were stored in a different software format. Until conversion to Horizon, the missing or incomplete images were not identifiable unless a particular record was requested. The film conversion and indexing of these images and ingestion into Horizon will allow the Recorder-Clerk's office to efficiently access their documents and provide copies to the public when requested. In addition, the Recorder identified the need to scan all of their documents back to 1853 in order to provide access to documents at each of their locations for all customers doing research. The chart below summarizes the estimated number of images that need to be scanned:

Description of Documents to be Scanned	Number of Images
1853-1925 Deed Records from roll film	384,700
1853-1925 Deed Records from books	233,760
1925-1958 Official Records from roll film	2,329,302
1980-1994 Official Records from roll film	14,375,000
1995-2000 Official Records from roll film	22,495,000
Mining Records from books and roll film	487,240
Vital Records from books and roll film	12,550
Newspapers from roll film	400,000
1997-2002 Official Records from roll film	24,565,000
2004-2005 Official Records from roll film	5,600,000
Total	70,882,552

The Recorder-County Clerk division of ARC is responsible for the recording and safeguarding of any document that is authorized or required by statute or court order to be recorded. The Recorder-County Clerk's office must maintain accurate index information on microfilm/fiche and create digital images of these records. This contract amendment is necessary to support the information management plans of ARC and enable the Recorder-County Clerk division to meet government mandates. Approval of this contract amendment will allow ARC to improve County government operations and operate in a fiscally-responsible and business-like manner. Recorder-County Clerk staff recommend increasing the contract's not-to-exceed amount by \$3,200,000, bringing the total contract amount to \$4,700,000. All other terms of the contract would remain unchanged.

PROCUREMENT

The County Administrative Office and Purchasing Department approved the release of a Request for Proposal (RFP) for micrographics, film conversion, and indexing on February 22, 2019. The Recorder-County Clerk division of ARC received proposals from three interested vendors as follows:

Vendor	Location
BMI Imaging Systems, Inc.	Sunnyvale, CA
PFA, Inc.	Sun Valley, CA
US Imaging, Inc.	Saginaw, MI

An evaluation team consisting of staff from ARC evaluated the proposals based on qualifications, experience, technical ability, proposed work plans, cost, and references. The

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evaluation committee recommended US Imaging, Inc. for a contract to provide all services based on the overall best value to the County. The agencies not recommended for contract award were notified by e-mail on April 18, 2019, and certified U.S. mail on April 19, 2019. No protests were received.

County Policy No. 11-04 requires departments to obtain Board of Supervisors approval of the procurement of services over \$200,000 annually.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Kristina M. Robb, Deputy County Counsel, 387-5436) on April 29, 2020; Risk Management (LeAnna Williams, Director of Risk Management, 386-8623) on April 29, 2020; Purchasing (Bruce Cole, Supervising Buyer, 387-2148) on May 1, 2020; Finance (Carl Lofton, Finance Analyst, 387-5404) on May 18, 2020; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-4342) on May 18, 2020.

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Record of Action of the Board of Supervisors
County of San Bernardino

APPROVED (CONSENT CALENDAR)

Moved: Dawn Rowe Seconded: Robert A. Lovingood
Ayes: Robert A. Lovingood, Janice Rutherford, Dawn Rowe, Curt Hagman, Josie Gonzales

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: June 2, 2020



cc: ARC- Gaeta w/agree
 Contractor- C/O ARC w/agree
 File- w/agree
la 06/5/2020