



# Monterey County

168 West Alisal Street,  
1st Floor  
Salinas, CA 93901  
831.755.5066

## Board Report

Legistar File Number: 15-0996

September 29, 2015

Introduced: 9/11/2015

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

Consent Calendar: September 29, 2015

- a. Approve a Standard Agreement with BMI Imaging Systems, Inc. to provide microfiche digital conversion services for the Resource Management Agency (RMA) - Building Services in an amount not to exceed \$135,901, for a term from October 1, 2015 to October 1, 2016; and
- b. Authorize the Contracts/Purchasing Officer or his designee to execute the Standard Agreement and future amendments to the Agreement where the amendments do not significantly alter the scope of work or change the approved Agreement amount.

### PROJECT INFORMATION:

Planning File Number: Not applicable

Consultant: BMI Imaging Systems, Inc.

Project Name: Microfiche digital conversion services for the RMA - Building Services

Manager: Jackson Dy, Departmental Information Systems Manager

Plan Area: Not applicable

### RECOMMENDATIONS:

It is recommended that the Board of Supervisors:

- a. Approve a Standard Agreement with BMI Imaging Systems, Inc. to provide microfiche digital conversion services for the Resource Management Agency (RMA) - Building Services in an amount not to exceed \$135,901, for a term to from October 1, 2015 to October 1, 2016; and
- b. Authorize the Contracts/Purchasing Officer or his designee to execute the Standard Agreement and future amendments to the Agreement where the amendments do not significantly alter the scope of work or change the approved Agreement amount.

### SUMMARY/DISCUSSION:

The County of Monterey Resource Management Agency (RMA) - Building Services has many records contained on microfiche. BMI Imaging Systems, Inc. (BMI) has proposed a scanning and indexing process to digitally convert these records and to allow County employees of RMA - Building Services and their customers to easily access the scanned files.

This Standard Agreement (SA) with BMI will allow microfiche digital conversion services for the RMA - Building Services for a total amount not to exceed \$135,901. The term of this SA is from October 1, 2015 to October 1, 2016.

BMI was selected for their expertise, capabilities and familiarity with County processes. BMI is uniquely acquainted with the requirements and needs of the County to expedite the microfiche digital conversion process and objectives for the success of this project.

OTHER AGENCY INVOLVEMENT:

The following agencies have reviewed the SA as to form and legality, and fiscal provisions, respectively:

Office of the County Counsel  
Auditor-Controller's Office

FINANCING:

There is no impact to the General Fund. The FY 2015-16 Adopted Budget for RMA-Building Services 001-3000-8170 RMA011 included \$135,901 to finance the conversion of microfiche to digital.

Prepared by: Jackson Dy, Departmental Information Systems Manager, Ext. 5194



Approved by: Carl P. Holm, AICP, Acting Director, Resource Management Agency



Attachment: Attachment A - Standard Agreement with BMI Imaging Systems, Inc.