



Board Agenda Item 27

DATE: May 25, 2021

TO: Board of Supervisors

SUBMITTED BY: Lisa A. Smittcamp, District Attorney

SUBJECT: Amendment III to Agreement with ViaTRON Systems, Inc.

RECOMMENDED ACTION(S):

Approve and authorize the Chairman to execute Amendment III to Agreement No. 19-005 with ViaTRON Systems, Inc., for scanning and shredding services, to provide for an increase in unit price with no change to the four year term, ending December 31, 2021, or compensation maximum of \$287,317.

There is no increase in Net County Cost associated with the recommended action. The original Purchasing agreement was for a two-year term, ending December 31, 2019, with two optional one-year extensions, and contained a maximum compensation not to exceed \$87,317. Amendment I to the Agreement converted the Purchasing agreement to a Board agreement (Agreement No. 19-005) and increased the maximum compensation amount to \$287,317 for the entire four-year term, ending December 31, 2021. Amendment II increased the unit pricing schedule and authorized the District Attorney to execute any extensions under the agreement. The recommended Amendment III updates certain provisions of the agreement to reflect the County's standard Board agreement provisions, and provides for an increase in unit price with no change to the maximum compensation of the agreement. This item is countywide.

ALTERNATIVE ACTION(S):

If the recommended action is not approved, the District Attorney's Office will not be able to complete the scanning project.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. The recommended Amendment III revises the pricing schedule from .038 per scanned page to a flat rate fee of \$150 per box but makes no changes to the maximum compensation amount of \$287,317. Sufficient appropriations and estimated revenues are included in the District Attorney's FY 2020-21 Org 2860 Adopted Budget and the FY 2021-22 Budget Request.

DISCUSSION:

On December 20, 2017, the County executed Purchasing agreement P-18-002-P with ViaTRON Systems, Inc. following a Request for Quotation (RFQ) to provide scanning, indexing, and shredding services to the District Attorney's Office. The initial Agreement was for a two-year base contract with two optional one-year extensions, effective January 1, 2018 through December 31, 2021 if both renewal terms are exercised, with a maximum agreement amount of \$87,317. On January 8, 2019, the County executed Amendment I to the Agreement, which converted the Purchasing agreement to a Board agreement, and increased the maximum

compensation amount to \$287,317. Amendment II authorized the District Attorney or designee to execute the optional two additional one-year extensions remaining under the Agreement and revised the unit price per scan. Amendment III will update the pricing schedule from .038 per scanned page to a flat rate fee of \$150 per box. This renegotiated pricing schedule was determined after consulting with County Purchasing and ViaTRON Systems, Inc.

The recommended amendment III also updates certain provisions of the agreement to reflect the County's standard Board agreement provisions, including the indemnification provision, the audits provision, and adds the County's standard self-dealing transaction disclosure.

Approval of the recommended action will allow the District Attorney to complete the scanning project. The scanning project is necessary to increase the security and efficiency of the office document management system, and to reduce operating costs for the Department.

REFERENCE MATERIAL:

BAI #25, November 19, 2019
BAI #29, January 8, 2019

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - ViaTRON Amendment III

CAO ANALYST:

Samantha Buck