



Board Agenda Item 29

DATE: January 8, 2019

TO: Board of Supervisors

SUBMITTED BY: Lisa A. Smittcamp, District Attorney

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

RECOMMENDED ACTION(S):

Approve and authorize the Chairman to execute Amendment I to Purchasing Agreement P-18-002-P with ViaTRON Systems Inc. for scanning and shredding services, effective upon execution with no change in the term to December 31, 2021, and increasing the maximum compensation amount by \$200,000, to a total of \$287,317.

There is no increase in Net County Cost associated with the recommended action, which will increase the maximum compensation amount payable to ViaTRON Systems Inc. to provide scanning and shredding services for the District Attorney's Office. The original Purchasing agreement is for a two-year term, ending December 31, 2019 with two optional one year extensions, and contains a maximum compensation not to exceed \$87,317. The proposed amendment will convert the Purchasing agreement to a Board agreement, and increase the maximum compensation amount to \$287,317 for the entire four-year term, ending December 31, 2021, thereby allowing the department to continue scanning and shredding services. This item is countywide.

ALTERNATIVE ACTION(S):

If the recommended action is not approved, these professional services will not be provided to the District Attorney's Office, which will impact the Department's ability to continue with its scanning project.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. The recommended amendment will increase the maximum compensation amount by \$200,000 to a total of \$287,317. Sufficient appropriations are included in the District Attorney's FY 2018-19 Org 2860 Adopted Budget. Sufficient appropriations and estimated revenues for the optional term extensions will be included in subsequent budget requests.

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 is 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.

The District Attorney's Office is nearing the maximum agreement compensation amount and recommends

that the Purchasing agreement with ViaTRON Systems Inc. be converted into a Board agreement in order to increase the maximum compensation amount to \$287,317. County Purchasing concurs with this recommendation. Approval of the recommended action will allow the District Attorney to continue the scanning project to increase the security and efficiency of the office document management system, and to address the issue of ever-increasing paper storage costs.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Agreement P-18-002-P

On file with Clerk - Amendment I to Agreement P-18-002-P

CAO ANALYST:

Jeannie Z. Figueroa