



## Board Agenda Item 24

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DATE: December 10, 2019

TO: Board of Supervisors

SUBMITTED BY: Paul Dictos, C.P.A., Assessor-Recorder  
Robert W. Bash, Director, Internal Services/Chief Information Officer

SUBJECT: Second Amendment to the Agreement with BMI Imaging Systems, Inc.

RECOMMENDED ACTION(S):

**Approve and authorize the Chairman to execute Second Amendment to Agreement No. 16-676 with BMI Imaging Systems, Inc. for additional services related to the inventory of microfilm rolls, microfiche, archive writing, and digital archiving services, effective upon execution, with no change in potential term to December 5, 2021, and increasing the maximum Agreement cost by \$110,000, to a total not to exceed \$547,779.**

Approval of the recommended action will increase the five-year maximum Agreement cost from \$437,779 to \$547,779, allowing BMI Imaging Systems, Inc. (BMI) to inventory the Assessor-Recorder Office's film-based materials, and provide archive writing and digital archiving services. This item is countywide.

ALTERNATIVE ACTION(S):

Should your Board not approve the recommended action, the Assessor-Recorder's Office would have to find another mechanism with which to inventory their film-based materials before they move to their new facility, and would be prevented from fully complying with California Government Code § 27322.2.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. The potential five-year Agreement total of \$547,779 will be fully funded by the Recorder's Document System Org 1044. Sufficient appropriations are included in the FY 2019-20 Adopted Budget for Assessor-Recorder Orgs 1044 and 1048. Costs for additional years will be included in subsequent annual budget requests.

DISCUSSION:

The Fresno County Recorder is responsible for recording, maintaining and preserving all official records and indices associated with land records, and all documents associated with vital statistics including births, deaths, and marriages. The Recorder's Office must have a system of reproducing recorded documents that does not permit the alteration of those documents, pursuant to California Government Code § 27322.2.

On December 6, 2016, the Board approved Agreement No. A-16-676 with BMI Imaging Systems, Inc. for hosting and support services for the migration of the then-existing proprietary images from County-managed servers to BMI Imaging Systems, Inc.

On October 9, 2018, the Board approved the First Amendment to Agreement No. 16-676 to upgrade the BMI

Digital Reel software, convert microfilm rolls, digitize vital records, and upload and archive various images.

The Recorder's Office currently has a large volume of film-based materials stored in the basement of their current facility. However, they are scheduled to move to a new facility by June 2020, and this material must be inventoried and placed into long-term storage. Additionally, the Assessor-Recorder's Office has a need for archive writing and digital archiving services from BMI. Approval of the recommended second amendment will allow BMI to provide these services for the Assessor-Recorder's Office.

REFERENCE MATERIAL:

BAI #37, October 9, 2018

BAI #16, December 6, 2016

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Second Amendment to Agreement No. 16-676 with BMI Systems, Inc.

CAO ANALYST:

Ron Alexander