



MEMORANDUM
ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES
County of Placer

TO: Board of Supervisors

DATE: March 22, 2016

FROM: Brett Wood, Purchasing Manager

SUBJECT: Conversion of Archival Books/Microfilm-US Imaging

ACTION REQUESTED

Approve the award of competitive Bid No. 10520 to US Imaging of Saginaw, MI for Conversion of Archival Book/Microfilm/Microfiche in an amount not to exceed \$347,400; and

Authorize the Purchasing Manager to execute all required documents.

BACKGROUND

The County Clerk-Recorder/Elections office is the custodian of real property records from the current date back to 1851. The records from 1972 forward are digital and are backed up on microfilm. The records prior to 1972 are available on microfilm/microfiche and in historical books. The office would like to provide better and more streamlined public access to the older records by scanning and incorporating them into the digital record.

The proposed project will consist of converting and enhancing the images in bound/mechanical books and on microfilm/microfiche into a digital environment for the years 1851-1971. The County Clerk-Recorder/Elections Office needs to establish a contract with a qualified firm to accomplish this task. This project is to scan and enhance the existing record's images and provide a seamless integration into the existing PropertyInfo system.

On behalf of the County Clerk-Recorder/Elections Office, the Procurement Services Division developed Request for Proposal (RFP) No. 10520 to solicit bids for the project. One hundred and one firms were notified of the RFP, fifty-one bidders viewed the bid online and a total of four responsive bids were received. An evaluation panel reviewed and scored the responses in accordance with the evaluation criteria contained in the RFP. Based on the evaluation of the proposals received, the panel determined that US Imaging of Saginaw, MI is qualified to provide the services. This firm has experience and expertise in providing these services to local governments.

Therefore, your Board's approval is required to proceed with the award of a blanket purchase order (BPO) in the maximum amount of \$347,400 and to authorize the Purchasing Manager to sign the resulting BPO.

FISCAL IMPACT

Upon your Board's approval, a BPO will be awarded in the maximum amount of \$347,400. Funding is provided by the County Clerk-Recorder FY 2015-16 Budget. This project is scheduled to be completed by the end of the 2015/16 fiscal year but in the event it is not yet complete, the remaining encumbrance will be rolled into FY 2016/17. This amount is fully reimbursable from the micrographics trust funds with no net cost to the county.

cc: Ryan Ronco, Assistant Recorder/Registrar

