

**MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT DIVISION**

TO: Honorable Board of Supervisors
FROM: David Seward, Purchasing Manager *DS*
DATE: April 4, 2006
SUBJECT: Approve the Award of a Blanket Purchase Order (BPO) to Anacomp in the Maximum Amount of \$250,000.00 for Document Conversion Services.

ACTION REQUESTED

Approve the award of a BPO for Document Conversion Services to Anacomp of San Diego, CA, and authorize the Purchasing Manager to sign the resulting BPO in the maximum amount of \$250,000.00.

BACKGROUND

The Building Department has a requirement to convert Historical Maps to Digital Media for storage. This will allow the Building Department to reduce the physical space used to store documents in preparation for their move to the new Community Development Resource Center. This new format will provide the Department with an efficient, standardized process to store and retrieve historical documents, therefore eliminating the need to have staff research the paper historical files. The Building Department must permanently retain all building permits and commercial plans. Currently 150,000 pages of documents and maps from completed permits are being stored. The projected number of transactions from the Building department would add approximately 85,000 pages of paper documentation and maps annually. Resolution 94-1 was approved by your Board on 1/1/94 allowing for the destruction of these public records once they have been transferred to a digital media.

The Procurement Services Division, IT Department and the Building Department have evaluated pricing and samples of imaged historical documents provided to the County from three qualified firms currently on contract with the State of California CMAS program. Anacomp provided the best quality product at a competitive price. Section 1.2(d) of the Purchasing Policy Manual authorizes Procurement to make purchases through cooperative purchasing programs without seeking competitive bids.

FISCAL IMPACT

The BPO resulting from this recommendation will total \$250,000.00 for the period of April 4, 2006 through March 31, 2007. The Building Department has budgeted sufficiently for this purchase.

Attachment

California State Contract pricing spreadsheet

cc: Clark Moots, Director of Administrative Services
Bill Schulze, Building Department

Evaluation of State Contract Document Conversion Vendors

Item #	Item Description	Qty	Omni Micrographics			Anacom			BMI Imaging Systems			Perfect Imaging		
			Bid	Extension	Terms Discount*	Bid	Extension	Terms Discount*	Bid	Extension	Terms Discount*	Bid	Extension	Terms Discount*
1	24X36 Scan Page to TIFF	51,500	0.700	36,050.00	0.00%	1.200	61,800.00	0.00%	8.000	412,000.00	100.00%	1.800	92,700.00	
5	Scan to Microfilm	51,500	0.360	18,540.00		0.060	3,090.00		0.350	18,025.00		0.350	18,025.00	
2	File Naming Fee	51,500	0.002	103.00		0.008	412.00		0.020	1,030.00		0.010	515.00	
6	11X14 Scan Page to TIFF	50,000	0.065	3,250.00		0.045	2,250.00		0.150	7,500.00		0.080	4,000.00	
7	Scan to Microfilm	50,000	0.040	2,000.00		0.060	3,000.00		0.450	22,500.00		0.350	17,500.00	
8	File Naming Fee	50,000	0.052	2,600.00		0.008	400.00		0.052	2,600.00		0.250	12,500.00	
3	Document Prep.	434	38.000	16,492.00		18.250	7,970.50		16.250	7,052.50		22.000	9,548.00	
4	DVD	1	10.000	10.00		5.000	5.00		0.000	0.00		35.000	35.00	
			Subtotal	\$59,943.00		Subtotal	\$70,552.00		Subtotal	\$461,055.00		Subtotal	\$132,740.00	
			7.25% sales tax	4,345.87		7.25% sales tax	5,115.02		7.25% sales tax	33,426.49		7.25% sales tax	9,623.65	
			Freight Charge	0.00		Freight Charge	0.00		Freight Charge	0.00		Freight Charge	0.00	
			* (1) Total	\$64,288.87		Total	\$75,667.02		Total	\$494,481.49		Total	\$142,363.65	
			Invoice Terms	0.00		Invoice Terms	0.00		Invoice Terms	0.00		Invoice Terms	0.00	

* Quality of Sample Image Unacceptable.