

PLACER COUNTY

ADMINISTRATIVE SERVICES DEPARTMENT

MEMORANDUM

FROM: Clark L. Moots, Director of Administrative Services *CM*
DATE: July 10, 2007 **Revision 1**
SUBJECT: Approval for Early Purchase of Scanning Equipment in the amount of \$78,865 and their Addition to the Countywide Systems Fund Master Fixed Asset List

RECOMMENDATION

Approve early purchase of scanning equipment in the amount of \$78,865 and their addition to the Countywide Systems Fund Master Fixed Asset List in support of the Countywide Document Management System Project.

BACKGROUND

On May 8, 2007, your Board approved the purchase of the Countywide Document Management System Project that included the requirement and funding for scanning equipment that will be utilized to scan documents into this system. These scanners are required to be purchased in July 2007 in order to ensure that the first phase of the project is completed within the scheduled 6 month timeframe.

The specified scanning equipment is in compliance with County standards and will become an integral part of the Countywide Document Management System. The standard production scanners are manufactured by Canon and have a life expectancy of 5 years or 6,000,000 scanned images. The large format scanners are manufactured by Contex and have a life expectancy of 5 years. The total cost for these scanners will not exceed \$78,865.

FISCAL IMPACT

Appropriate funds of \$78,865 are budgeted in the Countywide Systems Fund for the Countywide Document Management System Project.

Respectfully submitted,

Clark L. Moots

Clark L. Moots
Director of Administrative Services

Cc: Ron Baker, Senior Administrative Services Officer
Candi McCord, Deputy Director of Administrative Services
Sandy Hammock, Senior Administrative Services Officer
Kathy Buchanan, IT Division Manager
David Seward, Purchasing Manager
Linda Oakman, Budget and Fiscal Operations Manager

Attachment

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ADDITIONS TO THE MASTER FIXED ASSET LIST

Countywide System Fund

Appropriation 06240

5 each	Canon Scanner	\$ 8,763.00
2 each	Contex Large Format Scanner	<u>\$ 17,525.00</u>
	Total Fixed Asset Additions	\$ 78,865.00