



Mendocino County

Legislation Text

File #: 24-0361, Version: 1

To: BOARD OF SUPERVISORS

From: Planning and Building Services

Meeting Date: April 23, 2024

Department Contact: Julia Krog

Phone: 707-234-6650

Department Contact: Tony Rakes

Phone: 707-234-6015

Item Type: Consent Agenda

Time Allocated for Item: N/A

Agenda Title:

Approval of First Amendment to BOS Agreement 23-172 with Toshiba America Business Solutions, Inc., to Increase the Total Number of Units Scanned from 300 to 396 Boxes and Increase the Total Amount Payable from \$122,008.57 to \$162,271.40

Recommended Action/Motion:

Approve the first amendment to BOS Agreement 23-172 with Toshiba America Business Solutions, Inc., to increase the total number of units scanned from 300 to 396 boxes and increase the total amount payable from \$122,008.57 to \$162,271.40; and authorize the chair to sign same.

Previous Board/Board Committee Actions:

On September 26, 2023, the BOS approved Agreement 23-172 with Toshiba America Business Solutions, Inc., in the amount of \$122,008.00 for document imaging services of approximately 300 boxes, including scanning/converting hard copy documents into electronic format for records management and retention, making records electronically searchable, and electronic records storage.

Summary of Request:

The County currently holds a contract with Toshiba which provides lease to own enterprise-wide multifunction copiers and software solutions including scanning and document archival solutions (DocuWare). As the County continues to standardize the use of DocuWare, IT staff, and Planning & Building staff have begun to obtain specific training and work closely with Toshiba on implementation for the ever-evolving improvements of County document retention while reducing the Mendocino County paper footprint.

The current agreement has proven to be beneficial and the immediate addition of 96 boxes and increase to the contracted amount is requested.

Alternative Action/Motion:

Do not approve the amendment and provide direction to Planning & Building.

Strategic Plan Priority Designation: An Effective County Government

Supervisory District: All

Vote Requirement: Majority

Supplemental Information Available Online At: N/A

Fiscal Details:

source of funding: PS 862189

current f/y cost: \$162,271.40

budget clarification: Micrographics fund

annual recurring cost: n/a

budgeted in current f/y (if no, please describe): Yes

revenue agreement: No

AGREEMENT/RESOLUTION/ORDINANCE APPROVED BY COUNTY COUNSEL: Yes

CEO Liaison: Steve Dunncliff, Deputy CEO

CEO Review: Yes

CEO Comments:

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Executed By: Atlas Pearson, Senior Deputy Clerk

Date: April 24, 2024

Final Status: **Approved**

Executed Item Type: Agreement

Number: 23-172-A1

