

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: JESSE OSWALD, CHIEF BUILDING OFFICIAL, PLANNING AND  
ECONOMIC DEVELOPMENT DEPARTMENT  
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE  
DEPARTMENT  
SUBJECT: FIRST AMENDMENT TO GENERAL SERVICES AGREEMENT  
NUMBER F001021 WITH ECS IMAGING, INC.

AGENDA ACTION: RESOLUTION

---

RECOMMENDATION

It is recommended by the Finance and Planning and Economic Development Departments that the Council, by resolution, approve a one-year extension with no increase to unit price to General Services Agreement Number F001021 with ECS Imaging, Inc., Concord, CA for microfilm conversions services, in the amount of \$17,600, for a total contract amount of \$117,600.

---

EXECUTIVE SUMMARY

This agreement provides microfilm conversion services for various City locations. The current agreement expires September 24, 2019.

BACKGROUND

On September 22, 2015, the City Manager approved General Services Agreement number F001021 with ECS Imaging, Inc., Concord, California in the amount of \$100,000 microfilm conversion services for a three-year term with two (2) additional one-year extension options. On August 9, 2018, ECS Imaging, Inc. was issued a one-year extension letter with no changes or additional fund required to the current agreement terms. This is the final contract extension.

PRIOR CITY COUNCIL REVIEW

N/A

## ANALYSIS

On August 19, 2019, ECS Imaging Inc. agreed to extend the current agreement with no increase to contract unit pricing for an additional one-year period.

The City has additional needs for services for ongoing microfilm conversion services. The initial goal was supported by the need to digitize and archive all building, planning and engineering records dating back to the 1950's and involves digitization of upwards of approximately 1.5 million records.

### Scanning Project Goals:

1. Digitize the files most used by Community Development personnel during their duties in support of the Service Hub operations.
2. Reduce the backlog of CD scanning, getting files into laserfiche.
3. Build electronic documents into the day-to-day CD process.
4. Turn on technologies and develop processes in support of high-level project priorities.
5. Consolidate electronic location of documents and file types.

With approval of the First Amendment extending the term for an additional one year under these terms in the amount of \$17,600, the cumulative amount of General Service Agreement number F001021 will be \$117,600. Under the City's Contract/Purchase Order Modification Policy III-9, the First Amendment requires approval by the City Council.

## FISCAL IMPACT

Funds for this expense have been allocated in the Fiscal Year 2019/20 budget under the Planning and Economic Development Project account 08041.

## ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

## BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not Applicable.

## NOTIFICATION

Not Applicable

ATTACHMENTS

Resolution/Exhibit A - First Amendment to General Service Agreement number  
F001021 with ECS Imaging, Inc.

CONTACT

Jesse Oswald, Chief Building Official, Planning and Economic Development  
Department, 707-543-3249, [joswald@srcity.org](mailto:joswald@srcity.org)

Brandalyn Tramel, Purchasing Agent, Finance Department, 707-543-3706,  
[btramel@srcity.org](mailto:btramel@srcity.org)

Jennifer Myles, Senior Buyer, Finance Department, 707-543-3709, [jmyles@srcity.org](mailto:jmyles@srcity.org)