Agenda Item ___

Approvals:
City Manager
Dept. Head
Attorney
Finance

AGENDA REPORT

SAN CLEMENTE CITY COUNCIL MEETING
Meeting Date: November 1, 2016

Department: Community Development

Prepared By: William King, Deputy Community Development Director/Building Official

Subject: FOURTH AMENDMENT TO CONTRACT – ELECTRONIC DOCUMENT INDEXING SERVICES.

Fiscal Impact: This amendment increases the total compensation by $25,000. No additional fund appropriation is needed as the required funds for FY 2016-2017 are included in the approved Building Division FY 2016-2017 budget.

Summary: The Building Division contracts with Maris Imaging Solutions, LLC to provide supplemental staffing for on-going document preparation, indexing, and quality control in connection with the document imaging process. Staff recommends that Council approve the proposed Fourth Amendment to the current contract with Maris Imaging Solutions, LLC increasing the maximum compensation from $35,000 to $60,000.

Discussion: The original agreement entered into July 25, 2014 authorized total compensation of $20,000 and the duration of the agreement extended until February 18, 2015. A First Amendment was executed on January 20, 2015 that extended the term of the agreement until February 18, 2016. A Second Amendment, executed on September 15, 2015, increased the maximum agreement compensation from $20,000 to $35,000. A Third Amendment, executed on December 1, 2015, extended the contract until February 18, 2017. This proposed Fourth Amendment increases the total compensation needed to cover services through the remaining term of the current contract. No additional fund appropriation is needed as the required funds for FY 2016-2017 are included in the approved Building Division FY 2016-2017 budget. Additional compensation is needed to cover services through the remaining term of the current contract C14-56.

Recommended Action: STAFF RECOMMENDS THAT the City Council approve and authorize the Mayor to execute Amendment No. 4 to Contract C14-56, by and between the City of San Clemente and Maris Imaging Solutions LLC providing electronic document indexing services for the City's Building Division.

Attachments: Fourth Amendment to Contract C14- 56.

Notification: Maris Imaging Solutions, LLC

FOURTH AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT FOR
ELECTRONIC DOCUMENT INDEXING SERVICES

This Fourth Amendment to Professional Services Agreement for electronic document imaging service is made and entered into on this _____ day of _____, 20__, by and between the CITY OF SAN CLEMENTE, a California municipal corporation ("City"), and Maris Imaging Solutions, LLC ("Contractor").

R E C I T A L S:

A.   City and Contractor entered into that certain Professional Services Agreement for electronic document indexing (document preparation, indexing and scanning quality control services) for the Building Division (the "Original Agreement") on July 25, 2014.

B.   City and Contractor entered into a First Amendment to the Professional Services Agreement for electronic document indexing service on January 20, 2015, that extended the agreement from February 18, 2015 to February 18, 2016.

C.   The City and Contractor entered into a Second Amendment to the Professional Services Agreement for electronic document indexing services on September 15, 2015 that increased the maximum compensation from $20,000 to $35,000.

D.   The City and Contractor entered into a Third Amendment to the Professional Services Agreement for electronic document indexing services on December 1, 2015 that extended the agreement from February 18, 2016 to February 18, 2017 with the option of four additional one-year extensions. The Original Agreement, as modified by the First Amendment, Second Amendment and Third Amendment, is hereinafter referred to as the "Agreement".

E.   City and Contractor desire to further amend the Agreement in the manner provided herein below.

C O V E N A N T S:

Section 1: Section 3.1 of the Agreement is hereby amended by increasing the total compensation from Thirty Five Thousand Dollars ($35,000) to Sixty Thousand Dollars ($60,000).

Section 2: Except as expressly amended by this Fourth Amendment, the remaining portions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Second Amendment to be duly executed on the respective dates set forth opposite their signatures.

CITY OF SAN CLEMENTE

By:_____

ATTEST:

Its:_____

Dated: _____, 20____

_____
CITY CLERK of the City of
San Clemente, California

Approved as to form:
BEST BEST & KRIEGER

_____
("CONTRACTOR")

_____
City Attorney

By:_____

Its:_____

Dated: _____, 20____

_____
Finance Authorization

Maris Imaging Solutions
On-Site Supplemental Department Staffing

<u>Contract No. C14-056</u>

The Building Division utilizes on-site supplemental staffing to assist the division with document preparation, quality control review, and filing in connection with the document imaging process.

Typical Building Division records include permits, plans, inspection reports, geotechnical reports, design calculations, and other miscellaneous construction records.
15-20 hours per week of on-site supplemental staffing is required.

Specific work tasks include:

- Retrieve files of finalized permits to be scanned
- Retrieve plans and associated documents related to the finalized permits
- Organize and prepare these documents prior to being sent out for scanning
- Log and track the permits that have been sent out for scanning
- Perform quality control review of scanned documents (after return) to ensure the document was properly scanned and indexed data is correct in the computer system
- File hardcopy of permit document and inspection record card after being scanned
- Scan any plans and/or document pages that were missed during import
- Discard plans after verifying scanned documents are in the electronic document management system
- Review all old document files A-Z (scanned in early 2000's) from old data bases and clean up indexing so records match current City formats
- Perform quality control review after old permits have all been completed and double check all is correct