



STAFF REPORT

CITY of YORBA LINDA

COMMUNITY DEVELOPMENT DEPARTMENT

DATE: SEPTEMBER 20, 2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: DAVID BRANTLEY, AICP, DIRECTOR OF COMMUNITY DEVELOPMENT
PREPARED BY: JIM SOWERS, CBO, BUILDING OFFICIAL

SUBJECT: REQUEST FOR AMENDMENT TO CONTRACT FOR PROFESSIONAL SERVICES – FOR DMC DOCUMENT AND MICROFILM CONVERSION CO.

RECOMMENDATION

It is recommended that the City Council approve an amendment to the DMC Document and Microfilm Conversion Co. contract in the amount of \$42,000.00 for additional document scanning services and authorize the City Manager to extend the term of the contract for an additional year until June 30, 2023.

BACKGROUND/DISCUSSION

The City Manager originally approved a contract with a not-to-exceed amount of \$75,000.00 with DMC Document and Microfilm Conversion Co. on October 1, 2018, for a one-year term, with allowance for up to four additional one-year extensions (see attached copy) pursuant to the City's procurement policy (i.e., Administrative Policy A-F-5). The contract is for the purpose of providing imaging/conversion services to the City to scan final approved building plans and related hard copy documents as well as old microfilm and office documents dating back to the 1970's. Digitization of these records improves accessibility for staff and the public and allows for more efficient use of interior space within City Hall.

Over the past four (4) years the amount of the original contract has been exhausted due to the unanticipated volume of hard copy material needing to be digitized as a result of the recent City Hall interior remodel project. Consequently, staff is requesting a budget augmentation of \$42,000.00, as well as an extension to the contract through June 30, 2023. The additional \$42,000.00 will cover the revised scope of work anticipated during the current fiscal year, allowing the remaining microfilm and office documents resulting from the Building Department remodel to be digitized.

FISCAL IMPACT

The City originally awarded the contract on October 1, 2018, to DMC Document and Microfilm Conversion Co. During this time the average cost of imaging/conversion has been running about \$1,800.00 per month. With ongoing documents being imaged and the remaining items from the remodel, the anticipated costs will increase to approximately \$3,500.00 per month, or

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a total additional cost of \$42,000.00 for the requested twelve (12) month extension of the contract term. This would bring the revised total contract amount to \$117,000.00. This project has been funded through the General Fund and the requested budget increase has been appropriated in the FY 2022-2023 budget.

ALTERNATIVES

Deny the request for additional monies and extension of the contract with DMC Document and Microfilm Conversion Co. and initiate the bidding process.

ATTACHMENTS

- 1) Original Professional Services Agreement with DMC Document and Microfilm Conversion.
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