



Agenda Date: 2/27/2007
Agenda Placement: 6G

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Hillary Gitelman - Director of Conservation, Development, & Planning
Building Inspection
REPORT BY: Barbette Ruffino, ADMINISTRATIVE OFFICE ASSISTANT, 299-1330
SUBJECT: Contract Amendment

RECOMMENDATION

Director of Conservation, Development and Planning requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. AUD-6426 with BMI Imaging Systems increasing the amount by \$32,625 for a new maximum of \$54,085 and amending the Scope of Work to include additional document imaging services.

EXECUTIVE SUMMARY

On April 25, 2005, the County entered into Agreement No. 6246-AUD with BMI to assist the County with digitizing, scanning and indexing its building department records and maps so that the Conservation, Development and Planning Department can more effectively manage its records. The Building Code requires that the Department retain a percentage of the records (i.e. commercial building plans) for an extended period of time. The number of records and maps that needed to be digitized, scanned, microfiched and indexed exceeded what was contemplated under the original agreement. This amendment will compensate BMI for additional services that were provided to the County.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Building Inspection
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The expenses incurred are a one time expense due to the digitizing of more building plans than originally anticipated. The County has historically transmitted building plans to a third party vendor for copying onto microfiche,

and in 2005 identified the current vendor's digital process as an alternative. More plans were sent to the vendor than originally anticipated, incurring unanticipated costs. Records retention is important for the building department, and the space available for storage of bulky plan sets is extremely limited.

Is the general fund affected? No

Future fiscal impact: None.

Consequences if not approved: If this amendment is not approved, BMI will not be compensated for additional work and services it has performed for the Building Inspection Division, and future use of this vendor will not be possible.

Additional Information: None

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: General Rule - It can be seen with certainty that there is no possibility that the proposed action may have a significant impact on the environment and therefore CEQA is not applicable. [See Guidelines for Implementation of the California Environmental Quality Act, 14 CCR Section 15061(b)(3).]

BACKGROUND AND DISCUSSION

The County entered into a contract with BMI for the purpose of assisting the County with digitizing, scanning and indexing its building records and maps so that the County can more effectively manage its records. The number of records and maps that ultimately needed to be digitized, scanned and indexed exceeded what was contemplated by the agreement. BMI performed additional digitizing, scanning and indexing services and this amendment to the agreement will compensate BMI for the additional work performed.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Andrew Carey