



**PURCHASING ITEM
FOR
COUNCIL AGENDA**

MEMO NO. TDA16-033

1. Agenda Item Number:

23

2. Council Meeting Date:

December 10, 2015

TO: MAYOR and COUNCIL

THROUGH: CITY MANAGER

3. Date Prepared: November 3, 2015

4. Requesting Department:
Transportation & Development

5. SUBJECT: Amendment No. 3 to Agreement No. TD2-915-3097 for Microfilming Services

6. RECOMMENDATION: Staff recommends City Council approve Amendment No. 3 to Agreement No. TD2-915-3097 with Lin-Cum, Inc., for microfilming services, increasing the annual spending limit amount by \$40,000 for a revised amount not to exceed \$85,000 for the term ending April 30, 2016.

7. BACKGROUND/DISCUSSION: The City has an existing agreement with Lin-Cum, Inc., for microfilming services. The initial contract was for a two year period and was extended twice for one year periods with amendments one and two. This agreement is used on an as-needed basis, and quantities are estimated based on past history. The building permit records will convert existing microfiche records to digital format, which will make retrieval of information for public records requests much more efficient. Once digitalized some records may be made accessible directly to the public over the internet. This spending limit increase will allow staff to use the services of Lin-Cum, Inc., until the current term ends on April 30, 2016. The unit pricing and conditions with Lin-Cum, Inc., remain the same, as only the quantity of work has increased.

8. EVALUATION PROCESS: On April 16, 2012, the City Manager approved an agreement with Lin-Cum, Inc., for microfilming services for a two-year period with the option of up to three one-year extensions. The current term of this agreement is still in effect, however, staff is requesting a one-time increase to the annual spending limit that was previously approved by the City Manager. All terms of the original agreement remain unchanged.

9. FINANCIAL IMPLICATIONS:

Cost: \$40,000

Savings: N/A

Long Term Costs: N/A

<u>Acct. No.:</u>	<u>Fund:</u>	<u>Program Name:</u>	<u>CIP Funded:</u>	<u>Funds:</u>
101.1530.5219.0	General Fund	Professional Services	No	\$40,000.00

10. PROPOSED MOTION: Move City Council approve Amendment No. 3 to Agreement No. TD2-915-3097 with Lin-Cum, Inc., for microfilming services increasing the annual spending limit amount by \$40,000 for a revised amount not to exceed \$85,000 for the term ending April 30, 2016.

ATTACHMENTS: Amendment No. 3

APPROVALS

11. Requesting Department

Ron Boose

Ron Boose, Building Official

12. Department Head

RJZ

R.J. Zeder, Transportation & Development Director

13. Procurement Officer

Raguel McMahon for

Juan Martinez

14. Acting City Manager

Marsha Reed

Marsha Reed

AMENDMENT NUMBER THREE
TO AGREEMENT BETWEEN THE CITY OF CHANDLER
AND
LIN-CUM, INC.
FOR MICROFILMING SERVICES
AGREEMENT NO. TD2-915-3097

This Amendment No. Three to that certain Agreement between the City of Chandler (CITY) and Lin-Cum, Inc. (CONTRACTOR) for Microfilming Services dated April 16, 2012 is entered into this ____ day of _____, 2015.

WHEREAS, the parties have agreed;

NOW THEREFORE, the parties agree as follows:

1. Paragraph 4.1 of this Agreement is amended by deletion of the dollar amount of \$45,000 and replacement \$85,000 in its place for the term of May 1, 2015 through April 30, 2016.
2. All other terms and conditions of the above referenced Agreement shall remain unchanged and in full force and effect. All terms and conditions in the original Agreement and Amendment One not specifically amended herein shall be incorporated by reference in its entirety and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have hereunto subscribed their names this ____ day of _____, 2015.

CITY OF CHANDLER:

By: _____
Mayor

APPROVED AS TO FORM:

City Attorney *CB*

ATTEST:

City Clerk

CONTRACTOR:

By: *Michael C. Lindor*
Title: PRESIDENT

MICHAEL C LINDOR

ATTEST: (If corporation)

Donald H. Hender
Secretary