



Chandler - Arizona
Where Values Make The Difference

Rep1 # 26

MAY 12 2016

Chandler



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MEMORANDUM

Transportation & Development Memo No. TDA16-074

DATE: MAY 12, 2016

TO: MAYOR AND COUNCIL

FROM: MARSHA REED, CITY MANAGER *MR*
NACHIE MARQUEZ, ASSISTANT CITY MANAGER *NM*

FROM: R.J. ZEDER, TRANSPORTATION & DEVELOPMENT DIRECTOR *RJZ*

SUBJECT: ITEM NO. 26 - AMENDMENT NO. 4 TO AGREEMENT NO. TD-915-3097 WITH LIN-CUM, INC., FOR MICROFILMING SERVICES -- CONTINUANCE

RECOMMENDATION

Staff recommends that Amendment No. 4 to Agreement No. TD-915-3097 with Lin-Cum, Inc., for Microfilming Service be continued to the City Council Meeting of May 26, 2016.

BACKGROUND/DISCUSSION

At the City Council Study Session of May 9, 2016, Councilmember Heumann asked for additional information regarding the proposed amendment to the microfilming contract with Lin-Cum, Inc.

At this time, staff recommends that this item be continued to the City Council meeting of May 26, 2016, to allow time to work with the vendor to prepare a schedule and total cost for the work to be completed.

PROPOSED MOTION

Move Amendment No. 4 to Agreement No. TD-915-3097 with Lin-Cum, Inc., for Microfilming Service be continued to the City Council Meeting of May 26, 2016.



PURCHASING ITEM FOR COUNCIL AGENDA

MEMO NO. TDA16-069

1. Agenda Item Number:

26

2. Council Meeting Date: May 12, 2016

TO: MAYOR AND COUNCIL

THROUGH: CITY MANAGER

3. Date Prepared: May 4, 2016

4. Requesting Department: Transportation & Development

5. SUBJECT: Amendment No. 4 to Agreement No. TD2-915-3097 with Lin-Cum, Inc., for Microfilming Services

6. RECOMMENDATION: Staff recommends City Council approve Amendment No.4 to Agreement No. TD2-915-3097 with Lin-Cum, Inc., for microfilming services, in an amount not to exceed \$85,000, for a one-year term, May 1, 2016, through April 30, 2017.

7. BACKGROUND/DISCUSSION: The City has an existing agreement with Lin-Cum, Inc., for microfilming services. This agreement is used on an as-needed basis, and quantities are estimated based on past history. The agreement amount was amended in December of 2015 to allow building permit records to be converted from existing microfiche records to digital format, which will make retrieval of information for public records requests much more efficient. Once digitized, some records may be made accessible directly to the public over the Internet.

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 in an amount not to exceed \$40,000. In December 2015, City Council approved an increase in the amount of \$40,000 to the annual spending limit for the term ending April 30, 2016. The conversion of existing microfiche records to digital format has not been completed; therefore staff is requesting increasing the annual spending limit for the new term.

The spending limit increase will allow staff to use the services of Lin-Cum, Inc., to continue converting microfilm records to digital format as funds become available. Lin-Cum has agreed to extend for one additional year at the same terms, conditions and unit pricing.

Staff recommends extension of this agreement for the term of May 1, 2016, through April 30, 2017. This is the third and final extension of the agreement.

9. FINANCIAL IMPLICATIONS:

Cost: \$85,000
Savings: N/A
Long Term Costs: N/A

Acct. No.: 101.1530.5219.0 Fund: General Fund Program Name: Professional Services CIP Funded: No Funds: \$85,000.00

10. PROPOSED MOTION: Move City Council approve Amendment No. 4 to Agreement No. TD2-915-3097 with Lin-Cum, Inc., for microfilming services, in an amount not to exceed \$85,000, for a one-year term, May 1, 2016, through April 30, 2017.

ATTACHMENTS: Amendment No. 4

APPROVALS

11. Requesting Department

12. Department Head

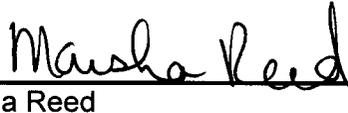
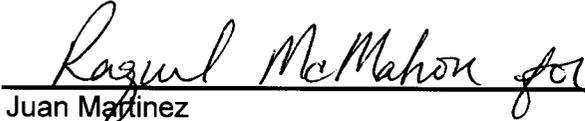


Ron Boose, Building Official

R.J. Zeder, Transportation & Development Director

13. Procurement Officer

14. City Manager



Juan Martinez

Marsha Reed

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

This Amendment No. 4 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 _____, 2016.

WHEREAS, a two-year Agreement with three (3) additional one-year extension options was awarded to Lin-Cum for Microfilming Services and was amended by Amendment No. 1 to increase the payment amount; by Amendment No. 2 to extend the Agreement from May 1, 2014 through April 30, 2015; and by Amendment No. 3 to extend the Agreement from May 1, 2015 through April 30, 2016 and to increase the payment amount to not exceed Eighty-Five Thousand Dollars (\$85,000.00). This is the final renewal option.

NOW THEREFORE, the parties agree as follows:

1. Section 4.1 of the Agreement shall continue as amended by Amendment No. 3 to provide that the City shall pay to the Contractor an amount not to exceed Eighty-Five Thousand Dollars (\$85,000.00) for the completion of all services described in the Agreement, as set forth in Exhibit C.
2. Section 5 of the Agreement as amended is hereby amended to extend the term of the Agreement for a one-year period, May 1, 2016 through April 30, 2017.
3. 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 as amended by Amendment No. 3 not specifically amended herein shall be incorporated by reference in their entirety and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have hereunto subscribed their names this ____ day of _____, 2016.

CITY OF CHANDLER:

By: _____
Mayor

APPROVED AS TO FORM:

City Attorney *CA*

ATTEST:

City Clerk

CONTRACTOR:

By: *Michael C Linder*
Title: _____

MICHAEL C LINDER
PRESIDENT

ATTEST: (If corporation)

Donald Hendler
Secretary