



**PURCHASING ITEM
FOR
COUNCIL AGENDA**

MEMO NO. TDA16-069

1. Agenda Item Number:

#14

2. Council Meeting Date:
May 26, 2016

TO: MAYOR AND COUNCIL

3. Date Prepared: April 11, 2016
Modified: May 12, 2016

THROUGH: CITY MANAGER

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 historical building permit records to be converted from existing microfiche 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.

This item was originally discussed at the City Council Study Session of May 9, 2016. At that time, Councilmember Heumann asked for more information regarding the schedule and total cost of the microfilming and digitizing project.

From May 1, 2012 through April 30, 2016, \$183,570 was spent on these services, which included digitizing historical records in addition to the ongoing microfilming and digitizing of new records.

Staff estimates we will need approximately \$85,000 to complete the following: copy the remaining rolls of microfilm (\$17,000), microfilm and digitize new permit records over the next year (\$40,000), and digitize approximately 36,000 aperture cards currently stored by the Transportation and Development Department (\$28,000). These cards, once digitized, will then be destroyed.

Beginning in 2017, when permit applicants will have the option of submitting their applications and plans electronically, the need for this service should decline, but will not be eliminated as the City will still accept paper plans. Unfortunately, we do not know how many applications will go from paper to electronic, which makes it difficult to estimate a cost at this time.

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. Staff is requesting an increase to the annual spending limit that was previously approved by the City Manager. The spending limit increase is to 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

<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	\$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

RJZ FOR

Ron Boose, Building Official

12. Department Head

RJZ

R.J. Zeder, Transportation & Development Director

13. Procurement Officer

JM

Juan Martinez

14. City Manager

Marsha Reed

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 Hendle
Secretary