



CITY COUNCIL AGENDA REPORT

MEETING DATE: September 1, 2015

ITEM NUMBER: **CC-10**

SUBJECT: DOCUMENT CONVERSION AND IMAGING SERVICES

DATE: AUGUST 4, 2015

FROM: CITY CLERK

PRESENTATION BY: BRENDA GREEN, CITY CLERK

FOR FURTHER INFORMATION CONTACT: BRENDA GREEN 714-754-5221

RECOMMENDATION:

Staff recommends that the City Council authorize the Chief Executive Officer to execute the manual purchase order for conversion, scanning, imaging, and indexing services through the County of Orange Regional Cooperative Agreement No. MA-017-12011896 with Matrix Imaging Products, Inc., effective September 1, 2015 through August 31, 2016, in an amount not to exceed \$110,000 annually, with the option to renew four (4) additional one year terms, upon mutual agreement of both parties.

BACKGROUND:

The City has utilized Matrix Document Imaging services for scanning and importing 90% of the City's building permits since July 1, 2007. These documents are stored on two Matrix servers: one for scanned images and one for the Application Xtender program, including metadata, to enable searches. The software and servers are currently on a Microsoft Windows 2003 platform, and as of July 14, 2015, Microsoft retired the system, and ended support, which has placed the documents at risk of being lost should the servers fail.

In 2014, the City purchased the Laserfiche document imaging platform (operating on a current version of Microsoft Windows) to serve as the citywide scanning, imaging, indexing, and storage system. The City Clerk's office processed over 1,900 documents into Laserfiche during FY 2014-15, and has budgeted funds to expand the project into other departments. Matrix will convert approximately 720 GB of images residing in the Matrix system to Laserfiche within the first 30 days, and will also provide scanning, imaging, and indexing services for the following departments:

Building: \$10,000

Planning: \$40,000

Public Services: \$50,000

City Clerk: \$10,000 (\$8,750 will be used for the building permits conversion).

ANALYSIS:

There is an immediate need to begin the conversion of the building permits because the City will be in jeopardy of losing all content as a result of Microsoft no longer providing support for Windows Server 2003. Matrix Document Imaging, Inc. has produced quality services for the city for nearly 8 years, is a trusted vendor, and is familiar with the City's documents, which will result in a seamless transition into Laserfiche.

Matrix is currently under contract with the California Multiple Award Schedules (CMAS – Contract No. 3-14-36-0099A), through December 31, 2016, and has entered into a Regional Cooperative Agreement (#MA-017-12011896) with the County of Orange, through May 6, 2017. This agreement, along with a significant discount from Matrix for the conversion of images and metadata to our Laserfiche system, is the most efficient and cost effective solution.

ALTERNATIVES CONSIDERED:

Alternative 1: The City Council could consider an alternate vendor for only the conversion project at a much higher cost. Staff secured an estimate from ECS Imaging, Inc. of \$29,000 for the conversion only, and the timeline would be 3-4 months; or

Alternative 2: The City Council could choose not to proceed with the conversion project, however, the City would risk losing all content should the servers fail.

FISCAL REVIEW:

Funding for this agreement is included in the fiscal year 2015-16 adopted budget as follows:

City Clerk: 530201-101-11200-50420 - \$100,000

Development Services: 510205-101-18300-20410 - \$10,000

LEGAL REVIEW:

Legal has reviewed the documents and approved them as to form and content.

CONCLUSION:

Staff recommends that the City Council authorize the Chief Executive Officer to execute the manual purchase order between the City of Costa Mesa and Matrix Imaging Products, Inc. using the County of Orange Cooperative Agreement. This action provides a cost effective method of procuring conversion, scanning, imaging, and indexing services from an established vendor that will secure the City's ability to purchase specified services while meeting all procurement provisions set forth by the State of California and the City of Costa Mesa Procurement Policies. Using the existing cooperative agreement ensures all competitive bid and purchasing requirements have been met and that the vendor has already established proof on insurances and capabilities.

Staff recommends approving the manual purchase order for a one (1) year period, effective September 1, 2015 through August 31, 2016, and authorize the Chief Executive Officer to renew four (4) additional one (1) year terms, upon mutual agreement of both parties.

Brenda Green
City Clerk

Tom Duarte
City Attorney

Stephen Dunivent
Interim Finance Director

Richard Francis
Assistant CEO

Steve Ely
Director of IT

Attachments:

1. [Manual Purchase Order](#)
2. [OC Cooperative Agreement MA-017-12011896](#)
3. [OC Cooperative Agreement MA-017-12011896 - Amendment #3](#)