



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Fire Department
Department No.: 031
For Agenda Of: July 2, 2019
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Mark A. Hartwig, Fire Chief 805-681-5507
Director(s)
Contact Info: Diane Sauer, Fiscal Manager 805-681-5505

SUBJECT: First Amendment to Anacomp, Inc. Agreement (BC-17272)

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors consider the following:

- a) Approve and authorize the Chair to execute a First Amendment to the Agreement with Anacomp, Inc. (BC-17272), to provide an internet archive system and convert a portion of historical Fire Department records from paper to digital format, increasing funding by \$26,500.00 for a total contract amount not to exceed \$113,000.00;
- b) Approve and authorize the Fire Chief or designee to approve a contingency for services with Anacomp, Inc. in the amount not to exceed \$5,166 for any additional services within the scope of work that may be required to complete the project;
- c) Find that the proposed Agreement is not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline section 15378(b)(2) in that the Agreement involves a continuing administrative or maintenance activity, and CEQA Guidelines section 15378(b)(5), in that the Agreement involves an organizational or administrative activity of government that will not result in the direct or indirect physical change in the environment.

Summary Text:

This First Amendment is to increase the amount of the Agreement for digital conversion services.

Background:

On April 11, 2017, your Board approved the Agreement with Anacomp Inc. (Attachment B), in the amount of \$86,500.00 plus a contingency of \$2,517.00, for a total of \$89,017.00. The original agreement included an estimate of \$21,156.00 for cost reimbursement, training and digital conversion services. Total costs for the conversion services exceed the original approved funding. This First Amendment increases the funding for the set up and conversion services by \$26,500.00 and provides for a total contingency in the amount of \$5,166.00. The total contract amount will now be an amount not to exceed \$113,000.00 with a contingency not to exceed \$5,166.00.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY19/20 Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund			
State			
Federal			
Fees			
Other:	\$ 17,040.00		
Total	\$ 17,040.00	\$ -	\$ -

Narrative:

Costs associated with this project are budgeted in the Fire District Fund.

Staffing Impacts:

None

Special Instructions:

Please provide a signed copy of the First Amendment to the Agreement to Diane Sauer, Fire Department.

Attachments:

- A. First Amendment to Anacomp Inc. Agreement for an Internet Archive System and to Digitize Fire Department Paper Records
- B. Agreement for Services between Santa Barbara County and Anacomp, Inc. (BC-17272)

Authored by:

Diane Sauer, Fire Department

cc:

Mark A. Hartwig, Fire Chief
Rob Heckman, Deputy Fire Chief
Rob Hazard, Fire Marshal, Prevention Services Division Chief