

Attachment A

Agreement for Services between Santa Barbara County and Anacomp, Inc. with Exhibits A-D:

Exhibit A – Statement of Work

Exhibit B – Payment Arrangements

Exhibit B – Attachment B1 – Schedule of Fees

Exhibit C – Indemnification and Insurance Requirements

AGREEMENT FOR SERVICES OF INDEPENDENT CONTRACTOR

THIS AGREEMENT (hereafter Agreement) is made by and between the County of Santa Barbara, a political subdivision of the State of California (hereafter COUNTY) and Anacomp, Inc. with an address at 1935 Avenida Del Oro, Suite E, Oceanside, CA 92056 (hereafter CONTRACTOR) wherein CONTRACTOR agrees to provide and COUNTY agrees to accept the services specified herein.

WHEREAS, the Fire Department desires to collaborate with the Planning and Development Department and use the same searchable internet-based archive system established under Board Contract No. 15-066, to store and view Fire Department digital records , and;

WHEREAS, this contract is for the purchase of items, materials, and services specified for a searchable internet- based archive to store and view converted digital images for the Fire Department, and;

WHEREAS, this contract is for the purchase of items, materials, and services for the conversion of a portion of the Fire Department’s historical records, based on the level of Department resources available to perform these tasks in-house, and;

WHEREAS, CONTRACTOR represents that it is specially trained, skilled, experienced, and competent to perform the special services required by COUNTY and COUNTY desires to retain the services of CONTRACTOR pursuant to the terms, covenants, and conditions herein set forth;

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

1. **DESIGNATED REPRESENTATIVE**

Glenn Fidler, Fire Department Planning and Engineering, at phone number 805-681-5528 is the representative of COUNTY and will administer this Agreement for and on behalf of COUNTY. Marc Giroux at phone number 760-666-4546 is the authorized representative for CONTRACTOR. Changes in designated representatives shall be made only after advance written notice to the other party.

2. **NOTICES**

Any notice or consent required or permitted to be given under this Agreement shall be given to the respective parties in writing, by personal delivery or facsimile, or with postage prepaid by first class mail, registered or certified mail, or express courier service, as follows:

To COUNTY: Glenn Fidler, Santa Barbara County Fire Department, 4410 Cathedral Oaks Rd., Santa Barbara, CA 93110
To CONTRACTOR: Marc Giroux, Anacomp Inc., 1935 Avenida Del Oro, Suite E, Oceanside, CA 92056

or at such other address or to such other person that the parties may from time to time designate in accordance with this Notices section. If sent by first class mail, notices and consents under this section shall be deemed to be received five (5) days following their deposit in the U.S. mail. This Notices section shall not be construed as meaning that either party agrees to service of process except as required by applicable law.

3. **SCOPE OF SERVICES**

CONTRACTOR agrees to provide services to COUNTY in accordance with EXHIBIT A attached hereto and incorporated herein by reference.

4. **TERM**

CONTRACTOR shall commence performance on or about May 1, 2017 and end performance upon completion, but no later than May 1, 2020 unless otherwise directed by COUNTY or unless earlier terminated.

5. **COMPENSATION OF CONTRACTOR**

In full consideration for CONTRACTOR's services, CONTRACTOR shall be paid for performance under this Agreement in accordance with the terms of EXHIBIT B attached hereto and incorporated herein by reference. Billing shall be made by invoice, which shall include the contract number assigned by COUNTY and which is delivered to the address given in Section 2 NOTICES above following completion of the increments identified on EXHIBIT B. Unless otherwise specified on EXHIBIT B, payment shall be net thirty (30) days from presentation of invoice.

6. **INDEPENDENT CONTRACTOR**

It is mutually understood and agreed that CONTRACTOR (including any and all of its officers, agents, and employees), shall perform all of its services under this Agreement as an independent contractor as to COUNTY and not as an officer, agent, servant, employee, joint venturer, partner, or associate of COUNTY. Furthermore, COUNTY shall have no right to control, supervise, or direct the manner or method by which CONTRACTOR shall perform its work and function. However, COUNTY shall retain the right to administer this Agreement so as to verify that CONTRACTOR is performing its obligations in accordance with the terms and conditions hereof. CONTRACTOR understands and acknowledges that it shall not be entitled to any of the benefits of a COUNTY employee, including but not limited to vacation, sick leave, administrative leave, health insurance, disability insurance, retirement, unemployment insurance, workers' compensation and protection of tenure. CONTRACTOR shall be solely liable and responsible for providing to, or on behalf of, its employees all legally-required employee benefits. In addition, CONTRACTOR shall be solely responsible and save COUNTY harmless from all matters relating to payment of CONTRACTOR's employees, including compliance with Social Security withholding and all other regulations governing such matters. It is acknowledged that during the term of this Agreement, CONTRACTOR may be providing services to others unrelated to the COUNTY or to this Agreement.

7. **STANDARD OF PERFORMANCE**

CONTRACTOR represents that it has the skills, expertise, and licenses/permits necessary to perform the services required under this Agreement. Accordingly, CONTRACTOR shall perform all such services in the manner and according to the standards observed by a competent practitioner of the same profession in which CONTRACTOR is engaged. All products of whatsoever nature, which CONTRACTOR delivers to COUNTY pursuant to this Agreement, shall be prepared in a first class and workmanlike manner and shall conform to the standards of quality normally observed by a person practicing in CONTRACTOR's profession. CONTRACTOR shall correct or revise any errors or omissions, at COUNTY'S request without additional compensation. Permits and/or licenses shall be obtained and maintained by CONTRACTOR without additional compensation.

8. **DEBARMENT AND SUSPENSION**

CONTRACTOR certifies to COUNTY that it and its employees and principals are not debarred, suspended, or otherwise excluded from or ineligible for, participation in federal, state, or county government contracts. CONTRACTOR certifies that it shall not contract with a subcontractor that is so debarred or suspended.

9. **TAXES**

CONTRACTOR shall pay all taxes, levies, duties, and assessments of every nature due in connection with any work under this Agreement and shall make any and all payroll deductions required by law. COUNTY shall not be responsible for paying any taxes on CONTRACTOR's behalf, and should COUNTY be required to do so by state, federal, or local taxing agencies, CONTRACTOR agrees to promptly reimburse COUNTY for the full value of such paid taxes plus

interest and penalty, if any. These taxes shall include, but not be limited to, the following: FICA (Social Security), unemployment insurance contributions, income tax, disability insurance, and workers' compensation insurance.

10. CONFLICT OF INTEREST

CONTRACTOR covenants that CONTRACTOR presently has no employment or interest and shall not acquire any employment or interest, direct or indirect, including any interest in any business, property, or source of income, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. CONTRACTOR further covenants that in the performance of this Agreement, no person having any such interest shall be employed by CONTRACTOR. CONTRACTOR must promptly disclose to COUNTY, in writing, any potential conflict of interest. COUNTY retains the right to waive a conflict of interest disclosed by CONTRACTOR if COUNTY determines it to be immaterial, and such waiver is only effective if provided by COUNTY to CONTRACTOR in writing.

11. OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY

COUNTY shall be the owner of the following items incidental to this Agreement upon production, whether or not completed: all data collected, all documents of any type whatsoever, all photos, designs, sound or audiovisual recordings, software code, inventions, technologies, and other materials, and any material necessary for the practical use of such items, from the time of collection and/or production whether or not performance under this Agreement is completed or terminated prior to completion. CONTRACTOR shall not release any of such items to other parties except after prior written approval of COUNTY.

Unless otherwise specified in Exhibit A, CONTRACTOR hereby assigns to COUNTY all copyright, patent, and other intellectual property and proprietary rights to all data, documents, reports, photos, designs, sound or audiovisual recordings, software code, inventions, technologies, and other materials prepared or provided by CONTRACTOR pursuant to this Agreement (collectively referred to as "Copyrightable Works and Inventions"). COUNTY shall have the unrestricted authority to copy, adapt, perform, display, publish, disclose, distribute, create derivative works from, and otherwise use in whole or in part, any Copyrightable Works and Inventions. CONTRACTOR agrees to take such actions and execute and deliver such documents as may be needed to validate, protect and confirm the rights and assignments provided hereunder. CONTRACTOR warrants that any Copyrightable Works and Inventions and other items provided under this Agreement will not infringe upon any intellectual property or proprietary rights of any third party. CONTRACTOR at its own expense shall defend, indemnify, and hold harmless COUNTY against any claim that any Copyrightable Works or Inventions or other items provided by CONTRACTOR hereunder infringe upon intellectual or other proprietary rights of a third party, and CONTRACTOR shall pay any damages, costs, settlement amounts, and fees (including attorneys' fees) that may be incurred by COUNTY in connection with any such claims. This Ownership of Documents and Intellectual Property provision shall survive expiration or termination of this Agreement.

12. NO PUBLICITY OR ENDORSEMENT

CONTRACTOR shall not use COUNTY's name or logo or any variation of such name or logo in any publicity, advertising or promotional materials. CONTRACTOR shall not use COUNTY's name or logo in any manner that would give the appearance that the COUNTY is endorsing CONTRACTOR. CONTRACTOR shall not in any way contract on behalf of or in the name of COUNTY. CONTRACTOR shall not release any informational pamphlets, notices, press releases, research reports, or similar public notices concerning the COUNTY or its projects, without obtaining the prior written approval of COUNTY.

13. COUNTY PROPERTY AND INFORMATION

- A. All of COUNTY's property, documents, and information provided for CONTRACTOR's use in connection with the services shall remain COUNTY's property, and CONTRACTOR shall return any such items whenever requested by COUNTY and whenever required according to the Termination section of this Agreement. CONTRACTOR may use such items only in connection with providing the services.

CONTRACTOR shall not disseminate any COUNTY property, documents, or information without COUNTY's prior written consent.

- B. CONTRACTOR shall protect and be responsible for any loss, destruction, or damage to property, documents, and information provided by COUNTY which results from or is caused by CONTRACTOR'S willful misconduct or negligent acts or omissions.
- C. CONTRACTOR shall ensure that the property, documents, and information is returned to COUNTY in like condition to that in which it was furnished to CONTRACTOR, reasonable wear and tear excepted.

14. RECORDS, AUDIT, AND REVIEW

CONTRACTOR shall keep such business records pursuant to this Agreement as would be kept by a reasonably prudent practitioner of CONTRACTOR's profession and shall maintain such records for at least four (4) years following the termination of this Agreement. All accounting records shall be kept in accordance with generally accepted accounting principles. COUNTY shall have the right to audit and review all such documents and records at any time during CONTRACTOR's regular business hours or upon reasonable notice. In addition, if this Agreement exceeds ten thousand dollars (\$10,000.00), CONTRACTOR shall be subject to the examination and audit of the California State Auditor, at the request of the COUNTY or as part of any audit of the COUNTY, for a period of three (3) years after final payment under the Agreement (Cal. Govt. Code Section 8546.7). CONTRACTOR shall participate in any audits and reviews, whether by COUNTY or the State, at no charge to COUNTY.

If federal, state or COUNTY audit exceptions are made relating to this Agreement, CONTRACTOR shall reimburse all costs incurred by federal, state, and/or COUNTY governments associated with defending against the audit exceptions or performing any audits or follow-up audits, including but not limited to: audit fees, court costs, attorneys' fees based upon a reasonable hourly amount for attorneys in the community, travel costs, penalty assessments and all other costs of whatever nature. Immediately upon notification from COUNTY, CONTRACTOR shall reimburse the amount of the audit exceptions and any other related costs directly to COUNTY as specified by COUNTY in the notification.

15. INDEMNIFICATION AND INSURANCE

CONTRACTOR agrees to the indemnification and insurance provisions as set forth in EXHIBIT C attached hereto and incorporated herein by reference.

16. NONDISCRIMINATION

COUNTY hereby notifies CONTRACTOR that COUNTY's Unlawful Discrimination Ordinance (Article XIII of Chapter 2 of the Santa Barbara County Code) applies to this Agreement and is incorporated herein by this reference with the same force and effect as if the ordinance were specifically set out herein and CONTRACTOR agrees to comply with said ordinance.

17. NONEXCLUSIVE AGREEMENT

CONTRACTOR understands that this is not an exclusive Agreement and that COUNTY shall have the right to negotiate with and enter into contracts with others providing the same or similar services as those provided by CONTRACTOR as the COUNTY desires.

18. NON-ASSIGNMENT

CONTRACTOR shall not assign, transfer or subcontract this Agreement or any of its rights or obligations under this Agreement without the prior written consent of COUNTY and any attempt to so assign, subcontract or transfer without such consent shall be void and without legal effect and shall constitute grounds for termination.

19. **TERMINATION**

- A. **By COUNTY.** COUNTY may, by written notice to CONTRACTOR, terminate this Agreement in whole or in part at any time, whether for COUNTY's convenience, for nonappropriation of funds, or because of the failure of CONTRACTOR to fulfill the obligations herein.
1. **For Convenience.** COUNTY may terminate this Agreement in whole or in part upon thirty (30) days written notice. During the thirty (30) day period, CONTRACTOR shall, as directed by COUNTY, wind down and cease its services as quickly and efficiently as reasonably possible, without performing unnecessary services or activities and by minimizing negative effects on COUNTY from such winding down and cessation of services.
 2. **For Nonappropriation of Funds.** Notwithstanding any other provision of this Agreement, in the event that no funds or insufficient funds are appropriated or budgeted by federal, state or COUNTY governments, or funds are not otherwise available for payments in the fiscal year(s) covered by the term of this Agreement, then COUNTY will notify CONTRACTOR of such occurrence and COUNTY may terminate or suspend this Agreement in whole or in part, with or without a prior notice period. Subsequent to termination of this Agreement under this provision, COUNTY shall have no obligation to make payments with regard to the remainder of the term.
 3. **For Cause.** Should CONTRACTOR default in the performance of this Agreement or materially breach any of its provisions, COUNTY may, at COUNTY's sole option, terminate or suspend this Agreement in whole or in part by written notice. Upon receipt of notice, CONTRACTOR shall immediately discontinue all services affected (unless the notice directs otherwise) and notify COUNTY as to the status of its performance. The date of termination shall be the date the notice is received by CONTRACTOR, unless the notice directs otherwise.
- B. **By CONTRACTOR.** Should COUNTY fail to pay CONTRACTOR all or any part of the payment set forth in EXHIBIT B, CONTRACTOR may, at CONTRACTOR's option terminate this Agreement if such failure is not remedied by COUNTY within thirty (30) days of written notice to COUNTY of such late payment.
- C. Upon termination, CONTRACTOR shall deliver to COUNTY all data, estimates, graphs, summaries, reports, and all other property, records, documents or papers as may have been accumulated or produced by CONTRACTOR in performing this Agreement, whether completed or in process, except such items as COUNTY may, by written permission, permit CONTRACTOR to retain. Notwithstanding any other payment provision of this Agreement, COUNTY shall pay CONTRACTOR for satisfactory services performed to the date of termination to include a prorated amount of compensation due hereunder less payments, if any, previously made. In no event shall CONTRACTOR be paid an amount in excess of the full price under this Agreement nor for profit on unperformed portions of service. CONTRACTOR shall furnish to COUNTY such financial information as in the judgment of COUNTY is necessary to determine the reasonable value of the services rendered by CONTRACTOR. In the event of a dispute as to the reasonable value of the services rendered by CONTRACTOR, the decision of COUNTY shall be final. The foregoing is cumulative and shall not affect any right or remedy which COUNTY may have in law or equity.

20. **SECTION HEADINGS**

The headings of the several sections, and any Table of Contents appended hereto, shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.

21. SEVERABILITY

If any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

22. REMEDIES NOT EXCLUSIVE

No remedy herein conferred upon or reserved to COUNTY is intended to be exclusive of any other remedy or remedies, and each and every such remedy, to the extent permitted by law, shall be cumulative and in addition to any other remedy given hereunder or now or hereafter existing at law or in equity or otherwise.

23. TIME IS OF THE ESSENCE

Time is of the essence in this Agreement and each covenant and term is a condition herein.

24. NO WAIVER OF DEFAULT

No delay or omission of COUNTY to exercise any right or power arising upon the occurrence of any event of default shall impair any such right or power or shall be construed to be a waiver of any such default or an acquiescence therein; and every power and remedy given by this Agreement to COUNTY shall be exercised from time to time and as often as may be deemed expedient in the sole discretion of COUNTY.

25. ENTIRE AGREEMENT AND AMENDMENT

In conjunction with the matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded, or changed by any oral agreements, course of conduct, waiver or estoppel.

26. SUCCESSORS AND ASSIGNS

All representations, covenants and warranties set forth in this Agreement, by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.

27. COMPLIANCE WITH LAW

CONTRACTOR shall, at its sole cost and expense, comply with all County, State and Federal ordinances and statutes now in force or which may hereafter be in force with regard to this Agreement. The judgment of any court of competent jurisdiction, or the admission of CONTRACTOR in any action or proceeding against CONTRACTOR, whether COUNTY is a party thereto or not, that CONTRACTOR has violated any such ordinance or statute, shall be conclusive of that fact as between CONTRACTOR and COUNTY.

28. CALIFORNIA LAW AND JURISDICTION

This Agreement shall be governed by the laws of the State of California. Any litigation regarding this Agreement or its contents shall be filed in the County of Santa Barbara, if in state court, or in the federal district court nearest to Santa Barbara County, if in federal court.

29. EXECUTION OF COUNTERPARTS

This Agreement may be executed in any number of counterparts and each of such counterparts shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.

30. AUTHORITY

All signatories and parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement in the names, titles and capacities herein stated and on behalf of any entities, persons, or firms represented or purported to be represented by such entity(ies), person(s), or firm(s) and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement have been fully complied with. Furthermore, by entering into this Agreement, CONTRACTOR hereby warrants that it shall not have breached the terms or conditions of any other contract or agreement to which CONTRACTOR is obligated, which breach would have a material effect hereon.

31. SURVIVAL

All provisions of this Agreement which by their nature are intended to survive the termination or expiration of this Agreement shall survive such termination or expiration.

32. PRECEDENCE

In the event of conflict between the provisions contained in the numbered sections of this Agreement and the provisions contained in the Exhibits, the provisions of the Exhibits shall prevail over those in the numbered sections.

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Agreement for Services of Independent Contractor between the **County of Santa Barbara** and **Anacomp, Inc.**

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective on the date executed by COUNTY.

ATTEST:

Mona Miyasato
County Executive Officer
Clerk of the Board

COUNTY OF SANTA BARBARA:

By: _____
Deputy Clerk

By: _____
Chair, Board of Supervisors

Date: _____

RECOMMENDED FOR APPROVAL:

Fire Department

CONTRACTOR:

Anacomp, Inc.

By: _____
Department Head

By: _____
Authorized Representative

Name: _____

Title: _____

APPROVED AS TO FORM:

Michael C. Ghizzoni
County Counsel

APPROVED AS TO ACCOUNTING FORM:

Theodore A. Fallati, CPA
Auditor-Controller

By: _____
Deputy County Counsel

By: _____
Deputy

APPROVED AS TO FORM:

Risk Management

By: _____
Risk Management

EXHIBIT A

STATEMENT OF WORK

I. OVERVIEW:

The COUNTY Fire Department currently has approximately 12,750 files containing official fire address records and approximately 2,250 files containing internal Fire Department records, and approximately 1,275,000 images that need to be scanned. The files contain large format (LF) sheets, legal sized sheets and smaller format sheets. The COUNTY Fire Department desires to convert these files to a digital format and to provide the public and/or Department Users and other County staff, with a convenient and reliable method for accessing these images online. The Fire Department will require an Internet Archival System to store and publish the converted images for public and internal consumption. The Fire Department has resources in house to perform a large portion of the paper file conversion to digital format, and plans to supplement in house efforts with services from the CONTRACTOR as needed.

II. GOALS OF THE PROJECT:

1. Collaborate with Planning and Development to implement an Internet Based Archive Database System which will integrate with Planning and Development's current system, to provide stored converted images online for access by the general public, Departmental Users and other County staff;
2. Utilize the CONTRACTOR to convert a portion of the historical paper department records into digital format.

III. DELIVERABLES ASSOCIATED WITH THIS PROJECT:

1. Implementation of Internet Based Archive System. CONTRACTOR shall implement an internet archive repository that will provide functionality for staff to upload images so that images may be accessible by the Departmental Users, other County staff, and the general public. Images hosted in the archive system are expected to be accessed at least five (5) to twenty (20) times per day by the general public, and at least ten (10) to twenty (20) times per day by COUNTY staff.
 - a. CONTRACTOR shall implement the Valise Records Management Solution for the COUNTY Fire Department as the Internet Based Archive System selected by COUNTY Fire.
 - b. COUNTY Fire Department will not be required to purchase any hardware or software as part of the Internet Based Archive System.
 - c. The Internet Based Archive System will use the same web URL previously established by the County's Planning and Development Department to host similar images, (<https://countyofsb.anacompvalise.com> for Departmental Users and <https://countyofsb.anacompvalise.com/public/search?hidetop=true> for Other County Users and the general public. The system can provide a Public URL which takes the user directly to the Fire Department area/project or if the URL used is the same as Planning & Development, then the user will be prompted to select a project.
 - d. CONTRACTOR shall create separate "project folders" to store the COUNTY Fire Department's images such that the files are not comingled with other images in the system (e.g. historical permit records from Planning and Development).

- e. CONTRACTOR shall ensure that the general public can create a general search of all "project folders" for addresses that match their search criteria. It is expected that the Fire Department's fire address records will have the same addresses as Planning & Development's address files and the general public who is searching on a particular address will be able to retrieve records from both Fire Department records as well as Planning & Development records in the same search.
- f. CONTRACTOR shall ensure that configuration requests by COUNTY Fire Department do not interfere with or substantially alter the configuration for COUNTY Planning and Development. If substantial impact to Planning and Development is unavoidable, CONTRACTOR shall work with COUNTY Fire and Planning & Development to devise a mutually agreeable solution.
- g. The COUNTY Fire Department will be billed on a monthly basis for CONTRACTOR's hosting services associated with the Internet Based Archive System. The purchase price and terms are detailed in Exhibit B of this Agreement.
- h. CONTRACTOR shall provide adequate file storage capacity for COUNTY Fire's use pursuant to the pricing terms described in Exhibit B.
- i. CONTRACTOR shall ensure that COUNTY Fire Department staff has sufficient administrative rights to add, edit and delete only the images that belong to the Fire Department's "project folders".
- j. CONTRACTOR shall work with COUNTY Fire to design and set up each departmental user with appropriate access to view, add, or delete documents depending on the user's security requirements.
- k. The archive must provide the public with access to all hosted images in the repository.
- l. CONTRACTOR shall ensure that the repository is accessible through the COUNTY Fire Department Website. The online repository shall not require the public to authenticate or register before granting access to search and retrieve the hosted images.
- m. CONTRACTOR shall ensure that the public user interface for the repository is easy to use and includes search fields for Street Number, Street Name, Parcel Number, and Permit Number so that it coincides with the indexed fields.
- n. CONTRACTOR shall ensure that the public user interface allows users to perform partial searches using wild card entries (i.e., partial Parcel Number, etc).
- o. CONTRACTOR shall ensure that the public user interface is compatible with all standard web browsers including, but not limited to, Internet Explorer 11 and above, Google Chrome, Mozilla.
- p. CONTRACTOR shall ensure that images rendered by the public user interface are viewable on popular mobile devices (e.g., iPhone, iPad, Android-based phones and tablets).
- q. CONTRACTOR shall ensure that a list of records that match or contain the value(s) entered in the search screen is displayed onscreen within ten (10) seconds of performing the search. The time it takes to display search results will depend on the number of documents stored in the system and the size of the documents.
- r. CONTRACTOR shall ensure that images generated by the search can be rendered onscreen for viewing within ten (10) seconds of the command to render the image. The time it takes to render an image depends primarily on the speed of the user's internet connection, and is also dependent on the size and number of pages of the image being displayed.
- s. CONTRACTOR shall ensure that the public user shall be provided the ability to view, download, save, print and e-mail any image that is rendered onscreen.

2. Training on Use of Internet Based Archive System. CONTRACTOR shall supply to COUNTY Fire, all User Guides, Administrator Guides, and Release Notes for the Internet Based Archive System. CONTRACTOR shall provide COUNTY Fire with training on the use of the internet based archive system including, but not limited to:
 - a. Database structure of the system;
 - b. Use of the system to search for records;
 - c. Setting up user access rights (for administrative users);
 - d. Viewing, saving, downloading, printing, and e-mailing of images;
 - e. Adding new images/indexes;
 - f. Deleting existing images/indexes;
 - g. Editing existing images/indexes.

3. Conversion Requirements (for file conversion as needed).
 - a. Files are to be scanned as 300DPI grayscale images.
 - b. The output is to be in PDF format.
 - c. All files will be kept to a maximum of 7MB to minimize response times. If the total size of the image set exceeds 7MB after compression, the image set is broken into 7MB pieces.
 - d. Manila folders do not need to be scanned.
 - e. Any photos, slides or business cards found in the manila folders do not need to be scanned.
 - f. All pages will be rotated so that they are top-reading.
 - g. Documents found on acco fasteners do not need to be reattached. The fasteners can be returned in the most convenient way. Any certified mail receipts need to be scanned.
 - h. The APN can include multiple addresses on the label and the APN's should match County of Santa Barbara (CoSB) Planning and Development. 1% minor variations due to errors or differences of interpretations on what APN should read. The Fire Department will verify this information.
 - i. Each case file will be indexed by the following:
 - j. APN Number, this number will or should match CoSB. Each APN folder consists of projects bundled together by Permit. You could have 4 buildings on one APN.
 - k. Address, this can be identified on each project packet inside each APN folder. Address can be listed as one field.
 - l. Date, location to be determined.
 - m. Permit number, each permit will be tied to a specific structure or section of a structure; addresses are assigned accordingly to these different structures.
 - n. Type of document, the Fire Department will provide a list for each plan/document and this is something the COUNTY Fire Department will identify in the file.
 - o. All images are to be loaded into Valise.
 - p. The Fire Department will create a web link or pull down off the primary land page of CoSB to enable residents to search for Fire Department only related documents.
 - q. All LF plans are folded, grouped together by permit number.
 - r. All documents will be prepped and made scanner ready by CONTRACTOR.
 - s. The permit number will be on the face of the LF plans.
 - t. A bar code or label may need to be created by the COUNTY Fire Department for each folder.
 - u. The COUNTY Fire Department will provide a list of documents for each plan/document and will identify each file. This will be used to help index.
 - v. Moving boxes and manifest of boxes will be created by the COUNTY Fire Department.

- w. CONTRACTOR will pick up and deliver identified documents and securely transport them between the COUNTY Fire Department headquarters and the Anacomp Oceanside facility. A maximum number of 2 trips will be allowed, with the number of boxes to be determined subject to budgetary constraints.
- x. CONTRACTOR will store the boxes/documents in a safe, secure and temperature controlled environment and shall use CONTRACTOR'S employee or other bonded courier for pick-up and deliveries.
- y. After completion, all original documents will be returned to the COUNTY based upon agreed turn around requirements.
- z. All converted images shall be delivered via FTP in a directory structure defined by the COUNTY Fire Department for easy upload.
- aa. CONTRACTOR will provide on-demand access of the information documents while in the custody of CONTRACTOR, to be completed within 2 business days upon receipt of all required information needed to locate the document being requested.
- bb. CONTRACTOR will hold the documents until digital images have been approved and validated by the COUNTY Fire Department, for a maximum of 30 business days or for a reasonable time frame that exceeds 30 business days as agreed to by the parties.
- cc. The amount of images to be scanned will vary and priced based on tiered pricing in Attachment B1; COUNTY Fire Department will be billed based upon images delivered.

IV. PROCESS/PROJECT MANAGEMENT:

- a. CONTRACTOR shall provide project management to ensure the successful completion of all deliverables associated with this project. CONTRACTOR shall perform all services in this Statement of Work to a level of quality and satisfaction acceptable to COUNTY.
- b. CONTRACTOR Project Manager shall meet with COUNTY Project Manager on a bi-weekly basis or an otherwise agreed-upon schedule to review project status, issues, and next steps.
- c. CONTRACTOR shall correct all unsatisfactory work products at CONTRACTOR's expense, within agreed and specified time frame. Materials, equipment, components, or workmanship that does not conform to requirements, may be rejected by the COUNTY and must be replaced by the CONTRACTOR without delay.

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EXHIBIT B

PAYMENT ARRANGEMENTS

Periodic Compensation (with attached Schedule of Fees)

- A. For CONTRACTOR services to be rendered under this Agreement, CONTRACTOR shall be paid up to a total contract amount not to exceed \$86,500.00, including \$61,344.00 for a 3-year annual hosting license fee (\$20,448.00 per year), and \$25,156.00 for all cost reimbursements, training and digital conversion services.
- B. Additional efforts and cost reimbursements within the scope of **EXHIBIT A** that exceed \$25,156.00 may be authorized by the Fire Chief or designee at the same rate per unit as defined in **EXHIBIT B**. Additional efforts and cost reimbursement must be approved in advance by the Fire Chief or designee. The total amount of this contingency fund is not to exceed 10% of the cost reimbursements, training and digital conversion services costs of the Agreement amount or **\$2,517.00**. In no event shall the COUNTY be liable for the cost of any changes or additions to the services being performed under this Agreement unless approved in advance and in writing by the Fire Chief or designee. In no event shall the total contract amount exceed **\$89,017.00**.
- C. Payment for services and /or reimbursement of costs shall be made upon CONTRACTOR's satisfactory performance, based upon the scope and methodology contained in **EXHIBIT A** as determined by COUNTY. Payment for services and/or reimbursement of costs shall be based upon **Attachment B1** (Schedule of Fees). Invoices submitted for payment that are based upon Attachment B1 must contain sufficient detail to enable an audit of the charges and provide supporting documentation if so specified in **EXHIBIT A**.
- D. **Monthly**, CONTRACTOR shall submit to the COUNTY DESIGNATED REPRESENTATIVE an invoice or certified claim on the County Treasury for files deemed accepted by the COUNTY within the period specified. These invoices or certified claims must cite the assigned Board Contract Number. COUNTY DESIGNATED REPRESENTATIVE shall evaluate the quality of the service performed and if found to be satisfactory and within the cost basis of **Attachment B1**, shall initiate payment processing. COUNTY shall pay invoices or claims for satisfactory work within 30 days of receipt of correct and complete invoices or claims from CONTRACTOR.
- E. COUNTY's failure to discover or object to any unsatisfactory work or billings prior to payment will not constitute a waiver of COUNTY's right to require CONTRACTOR to correct such work or billings or seek any other legal remedy.

ATTACHMENT B1

SCHEDULE OF FEES

Description	Est. Qty.	Rate	Unit (Per)	Up To Total \$
Valise: Annual Hosting License - 2 million images - 3 year (Monthly billing effective with contract commencement)	3	\$20,448.00	Year	\$61,344.00
S/Total Valise – 3 Year License				\$61,344.00
System set up and Training on/off site: Professional Services				TBD
Per diem/Mileage/Hotel (estimate)				TBD
S/Total System Setup and Training				TBD
Document Pickup, Prep and Conversion: Pickup / Delivery of boxes	TBD	\$300.00	Event	TBD
Preparation Services (45-60 mins per box)	First 25,000 25,001-74,999 75,000 +	\$0.0850 \$0.0650 \$0.0450	Page	TBD
Scan LF Plans-Grayscale 300DPI	First 25,000 25,001-50,000 50,001 +	\$0.9000 \$0.8000 \$0.7000	Image	TBD
Scan legal size or smaller-Grayscale	First 50,000 50,001-100,000 100,001 +	\$0.0900 \$0.0600 \$0.0400	Image	TBD
Indexing (69 keystrokes per folder)	First 15,000 15,001-35,000 35,001 +	\$0.0100 \$0.0075 \$0.0005	Key stroke	TBD
S/Total Document Pickup, Prep and Conversion				TBD
TOTAL NOT TO EXCEED AMOUNT				\$86,500.00
CONTINGENCY AMOUNT				\$2,517.00
CONTRACT MAXIMUM NOT TO EXCEED				\$89,017.00

EXHIBIT C

Indemnification and Insurance Requirements (For Service Contracts Not Requiring Professional Liability Insurance)

INDEMNIFICATION

CONTRACTOR agrees to indemnify, defend (with counsel reasonably approved by COUNTY) and hold harmless COUNTY and its officers, officials, employees, agents and volunteers from and against any and all claims, actions, losses, damages, judgments and/or liabilities arising out of this Agreement from any cause whatsoever, including the acts, errors or omissions of any person or entity and for any costs or expenses (including but not limited to attorneys' fees) incurred by COUNTY on account of any claim except where such indemnification is prohibited by law. CONTRACTOR's indemnification obligation applies to COUNTY's active as well as passive negligence but does not apply to COUNTY's sole negligence or willful misconduct.

NOTIFICATION OF ACCIDENTS AND SURVIVAL OF INDEMNIFICATION PROVISIONS

CONTRACTOR shall notify COUNTY immediately in the event of any accident or injury arising out of or in connection with this Agreement. The indemnification provisions in this Agreement shall survive any expiration or termination of this Agreement.

INSURANCE

CONTRACTOR shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the CONTRACTOR, his agents, representatives, employees or subcontractors.

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis, including products-completed operations, personal & advertising injury, with limits no less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if CONTRACTOR has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. **Workers' Compensation:** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

If the CONTRACTOR maintains higher limits than the minimums shown above, the COUNTY requires and shall be entitled to coverage for the higher limits maintained by the CONTRACTOR. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the COUNTY.

B. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

1. **Additional Insured** – COUNTY, its officers, officials, employees, agents and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the CONTRACTOR including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the CONTRACTOR's insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used).
2. **Primary Coverage** – For any claims related to this Agreement, the CONTRACTOR's insurance coverage shall be primary insurance as respects the COUNTY, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the COUNTY, its officers, officials, employees, agents or volunteers shall be excess of the CONTRACTOR's insurance and shall not contribute with it.
3. **Notice of Cancellation** – Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the COUNTY.
4. **Waiver of Subrogation Rights** – CONTRACTOR hereby grants to COUNTY a waiver of any right to subrogation which any insurer of said CONTRACTOR may acquire against the COUNTY by virtue of the payment of any loss under such insurance. CONTRACTOR agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the COUNTY has received a waiver of subrogation endorsement from the insurer.
5. **Deductibles and Self-Insured Retention** – Any deductibles or self-insured retentions must be declared to and approved by the COUNTY. The COUNTY may require the CONTRACTOR to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.
6. **Acceptability of Insurers** – Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum A.M. Best's Insurance Guide rating of "A- VII".
7. **Verification of Coverage** – CONTRACTOR shall furnish the COUNTY with proof of insurance, original certificates and amendatory endorsements as required by this Agreement. The proof of insurance, certificates and endorsements are to be received and approved by the COUNTY before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the CONTRACTOR's obligation to provide them. The CONTRACTOR shall furnish evidence of renewal of coverage throughout the term of the Agreement. The COUNTY reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.
8. **Failure to Procure Coverage** – In the event that any policy of insurance required under this Agreement does not comply with the requirements, is not procured, or is canceled and not replaced, COUNTY has the right but not the obligation or duty to terminate the Agreement. Maintenance of required insurance coverage is a material element of the Agreement and failure to maintain or renew such coverage

or to provide evidence of renewal may be treated by COUNTY as a material breach of contract.

9. **Subcontractors** – CONTRACTOR shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and CONTRACTOR shall ensure that COUNTY is an additional insured on insurance required from subcontractors.
10. **Special Risks or Circumstances** – COUNTY reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Agreement. CONTRACTOR agrees to execute any such amendment within thirty (30) days of receipt.

Any failure, actual or alleged, on the part of COUNTY to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of COUNTY.