



Legislation Text

File #: 16-00640, **Version:** 1

Consider recommendations regarding an agreement with Anacomp, Inc. to Digitize Paper Records, as follows:
(4/5 Vote Required)

- a) Approve, ratify, and authorize the Chair to execute an Agreement for the services of an Independent Contractor with Anacomp, Inc. (not a local vendor) for the term of July 1, 2016 through June 30, 2018 with a total contract amount not to exceed \$150,000.00 to convert historical permit records from paper format to digital format;
- b) Approve and authorize the Director of Planning and Development or designee to approve up to a 10% contingency with Anacomp Inc in the amount not to exceed \$15,000.00 for additional efforts within the scope of work that may be required to complete digitizing historical permit records during the term of the Agreement;
- c) Determine that the retention of historical paper permit records is no longer necessary or required for County purposes pursuant to Government Code sections 26202 and 26205;
- d) Authorize the Director of Planning and Development to destroy the paper records once the records have been successfully converted to digital format pursuant to Government Code sections 26202 and 26205; and
- e) 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 Guideline 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.