

<b>COUNTY OF SONOMA</b> <b>AGENDA ITEM</b> <b>SUMMARY REPORT</b>	<b>Clerk of the Board Use Only</b> <b>Meeting Date</b> <b>Held Until</b> ___/___/___                      ___/___/___ <b>Agenda Item No.</b> <b>Agenda Item No.</b> _____                      _____
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<b>Department:</b> General Services	<b>(    ) 4/5 Vote Required</b>
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<b>Contact:</b> Gene Clark	<b>Phone:</b> (707) 565-2010	<b>Board Date:</b> April 28, 2009	<b>Deadline for Board Action:</b> April 30, 2009
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**AGENDA SHORT TITLE:**  
Micrographic Services

**REQUESTED BOARD ACTION:**

Authorize the Purchasing Agent to extend the current blanket purchase order with SoftFile Document & Data Management Solutions for Micrographic Services from May 1, 2009, to August 31, 2009 to allow for a review of competitive options available to the county for micrographic services.

<b>CURRENT FISCAL YEAR FINANCIAL IMPACT</b>			
<u>EXPENDITURES</u>			<u>ADD'L FUNDS REQUIRING BOARD APPROVAL</u>
Estimated Cost	\$	24,000	Contingencies (Fund Name:                      )                      \$                      0
Amount Budgeted	\$	24,000	Unanticipated Revenue (Source:                      )                      \$                      0
Other Avail Approp (Explain Below)	\$	0	Other Transfer(s) (Source:                      )                      \$ <u>0</u>
<b>Additional Requested:</b>	\$	0	<b>Additional Funds Requested:</b> \$                      0

Explanation (if required): Cost is subject to each department's respective use of this service. The listed estimate is based on the average monthly use for the last fiscal year. Appropriations are included in each of the user departments' approved FY 08-09 budgets.

**Prior Board Action(s):**  
3/28/06: Summary Action #12, Executed a Blanket Purchase Order (BPO) Agreement with SoftFile Document & Data Management Solutions for micrographic services.

**Alternatives - Results of Non-Approval:**  
County departments will not have a microfilming service available for their use. Departments would experience a backlog of their microfilming requirements and an increase within storage requirements.

**Background:**

The County entered into an agreement with SoftFile Document & Data Management Solutions of Sacramento, under a Blanket Purchase Order (BPO) Agreement approved by your Board March 28, 2006, and currently provides micrographic services for various County departments. This agreement is due to conclude on April 30, 2009.

Several County departments regularly use micrographic services on an "as needed" basis, including Permit and Resource Management Department (PRMD), Transportation and Public Works (TPW), Sheriff's Department, and the Water Agency. This service allows departments to archive files and provides easy access to records for County staff and the public. Microfiche records also reduce "hard copy" paper storage requirements. Only one County department, the Clerk-Recorder-Assessor, has their own in-house microfilming services however on occasion, they also need to use this Countywide BPO agreement to meet their own micrographic needs.

The purpose of this Board item is to extend the current agreement through the end of August, 2009. The Purchasing Division is currently engaged in determining how future micrographic services will be procured and provided to the County, including examining the benefits and viability of using the state micrographic service contract established by the State of California. This assessment has not been completed and extending this agreement will give the Purchasing Division the needed time to select the appropriate process needed to maintain quality service to the County and at the most competitive prices available.

Master Service Agreements established by the State of California are available for local Government use. Master Service Agreements are the State's main procurement vehicle for leveraging its buying power. Using a Master Service Agreement would satisfy the County's competitive process requirements as they have been competitively bid at a higher level. Using a Master Service Agreement may be a viable alternative to initiating an RFP at the local level. The General Services Purchasing Division will evaluate this alternative and will return to your Board on August 11, 2009 with its recommendation.

**Funding:**

Projected annual expenditures average \$98,156 per year. Appropriations are included in each of the user departments' prospective budgets.

**Attachments:**

**On File With Clerk:**  
1) Blanket Purchase Order 050-6-2467

**CLERK OF THE BOARD USE ONLY**

Board Action (If Other than "Requested")	Vote:

**Recommended Board Action:**

Authorize the Purchasing Agent to extend the current blanket purchase order with SoftFile Document & Data Management Solutions for Micrographic services from May 1, 2009, to August 31, 2009 to allow for a review of competitive options available to the county for micrographic services.