



Information and General Services Department

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*Information Systems
Geographic Information Systems
Facilities Management*

*Emergency Services
Central Services
Cable Television*

*Purchasing
Airport
Library*

NEVADA COUNTY BOARD OF SUPERVISORS Board Agenda Memo

MEETING DATE: July 9, 2019

TO: Board of Supervisors

FROM: Steve Monaghan, Chief Information Officer

SUBJECT: Resolution Approving a Renewal Contract between the County of Nevada and Viatron Services Inc. for Document Scanning, Indexing, and Conversion Services in the maximum not to exceed \$125,000 for a term of July 1, 2019 through June 30, 2020

RECOMMENDATION Adopt the Resolution.

FUNDING: Funding for these services is included in the FY-19/20 budgets for all County Departments. Funds are not expended until services are made against the agreement, no budget amendment is required, and there is no further impact on the general fund.

BACKGROUND The County is continuously striving to accomplish efficient document retention practices. Most Departments have begun converting paper documents and files to electronic. These electronic files provide transparency and an easier search ability for the Public.

In 2016 the Purchasing Division awarded a competitive Bid to Viatron Services Inc of Gardena, CA for Document Scanning, Indexing and Conversion Services in the maximum amount of \$25,000. The agreement has been renewed annually thereafter.

This Fiscal Year (19/20) many County Departments have budgeted for these services. In preparation for the upcoming countywide document scanning needs, Purchasing has projected an increase to the new agreement for a maximum amount not to exceed \$125,000. The renewal contract accommodates the projected increase in document scanning needs for Fiscal Year 2019/20.

Item Initiated by: Desiree Belding
Approved by: Steve Monaghan
Submittal Date: June 14, 2019