



# **RESOLUTION No. \_\_\_\_\_**

## **OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA**

### **RESOLUTION AUTHORIZING EXECUTION OF A PERSONAL SERVICES CONTRACT WITH CAPITOL DIGITAL DOCUMENT SOLUTIONS, INC.**

WHEREAS, the Assessor desires to convert its paper documents to digital images in a PDF file format; and

WHEREAS, the conversion of documents will enhance the ability to quickly and efficiently identify and access Assessor working documents, while also allowing digitalized records to be placed in the County's secured document management system, SharePoint; and

WHEREAS, the Assessor has fiscally planned for this scanning and archiving project cost of \$45,148 by budgeting this expenditure in the 2015/16 Fiscal Year departmental budget; and

WHEREAS, Capitol Digital Document Solutions, Inc. has been identified as a qualified contractor to provide scanning, conversion, and indexing of Assessor records.

BE IT HEREBY RESOLVED by the Board of Supervisors, of the County of Nevada, State of California, that the Chair of the Board of Supervisors be and is hereby authorized to execute, on behalf of the County of Nevada, that certain Contract dated the 1<sup>st</sup> day of July, 2015, by and between said County and Capitol Digital Document Solutions, Inc. pertaining to scanning and digital conversion services for the County of Nevada Office of the Assessor. The cost of the contract shall not exceed \$45,148 for the period of July 1, 2015 through June 30, 2017.

Funds to be disbursed from account: 0101-10201-011-1000/521520.