



# 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*

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## NEVADA COUNTY BOARD OF SUPERVISORS Board Agenda Memo

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**MEETING DATE:** June 25, 2019

**TO:** Board of Supervisors

**FROM:** Steve Monaghan, Chief Information Officer

**SUBJECT:** Resolution Approving Amendment No 1 to the Contract Between the County of Nevada and Viatron Systems Inc., Extending the Term of the Contract to September 30, 2019 and Increasing the Amount of the Contract to a New Maximum Amount not to Exceed \$80,000

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**RECOMMENDATION** Adopt the Resolution

**FUNDING:** The increase for FY18/19 contract will be funded by the Public Defender's Office. 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 Systems 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. The current agreement term is for July 1, 2018 through June 30, 2019 for an amount not to exceed \$25,000.

Currently Viatron Systems Inc. is working on various scanning projects throughout the County including Community Development Agency, Clerk of the Board and Public Defender. Completion of these projects will continue into the new fiscal year and exceed the originally awarded amount of \$25,000 by an additional \$55,000. The proposed Amendment No. 1 to the purchasing contract PESM 3658 increases the maximum contract amount by \$55,000 and extends the termination date through September 30, 2019.

**Item Initiated by:** Desiree Belding  
**Approved by:** Steve Monaghan  
**Submittal Date:** June 10, 2019