



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

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

**RESOLUTION APPROVING CONTRACTS BETWEEN THE COUNTY OF NEVADA AND NEVADA COUNTY BUILDERS EXCHANGE DBA: NEVADA COUNTY CONTRACTORS ASSOCIATION(NCCA), HINES EDM, INC. AND SYTECH SOLUTIONS, INC. FOR DOCUMENT SCANNING AND INDEXING SERVICES IN THE MAXIMUM AGGREGATE AMOUNT NOT TO EXCEED \$175,000 FOR A TERM OF MAY 9, 2023 THROUGH JUNE 30, 2024 AND AUTHORIZE CONTRACT RENEWALS FOR UP TO TWO (2) ADDITIONAL ONE (1) YEAR TERMS**

WHEREAS, the County is continuously striving to accomplish efficient document retention practices;and

WHEREAS, The Community Development Agency (CDA) enlisted the Purchasing Division to develop competitive Bid No. 163549 for scanning and indexing services to digitize files in the various departments within the Community Development Agency;and

WHEREAS, The advertisement was distributed to over two thousand firms. Eighty-two firms accessed the Bid documents and bids were received from fourteen firms;and

WHEREAS, Purchasing conducted a thorough evaluation of all bids received to determine lowest price and best value for these services, and

WHEREAS, the top three Best Value Bids were received from Nevada County Contractors Association of Grass Valley, CA, Hines EDM of Roseville, CA and SyTech Solutions of Elk Grove, CA respectively.

WHEREAS, Purchasing has recommended the CDA enter into Contracts with Nevada County Contractors Association in the not to exceed amount of \$50,000 and Hines EDM in the not to exceed amount of \$25,000 in order to successfully execute the Departments anticipated workload; and

WHEREAS, the Purchasing Division will initiate a Contract with SyTech Solutions for as-needed scanning services for countywide document scanning needs in the not to exceed amount of \$100,000; and

WHEREAS, In accordance with the Purchasing Policy, section 7.1 (B) Board approval is required for all Contracts in excess of \$50,000.

NOW, THEREFORE, BE IT RESOLVED, by the Nevada County Board of Supervisors of the County of Nevada, State of California, approves the follows:

1. The Board approves and authorizes the Purchasing Agent to execute Contracts with Nevada County Builders Exchange dba:Nevada County Contractors Association (NCCA), Hines, EDM, Inc., and SyTech Solutions, Inc. for Document Scanning and Indexing Services in the aggregate amount not to exceed \$175,000 for the initial term of May 9, 2023 through June 30,2024.
2. Authorizes future renewals of the Contracts up to two (2) additional one (1) year terms so long as the Department budgets are approved at each subsequent Budget hearing and the Contracts do not exceed a 10% increase.