



NEVADA COUNTY BOARD OF SUPERVISORS

Board Agenda Memo

MEETING DATE: May 9, 2023
TO: Board of Supervisors
FROM: Steve Monaghan, IGS Agency Director
SUBJECT: Document Scanning and Indexing Services – Various Departments

RECOMMENDATION:

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.

FUNDING: Funding for these services is included in the FY-22/23 and 23/24 proposed budgets for all County Departments who anticipate leveraging these services. Funds are not expended until services are made against the agreement.

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.

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.

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

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

Due to the anticipated work needed to successfully digitize the files for the CDA, the Department has chosen to award multiple contracts. In addition, the Deputy Purchasing Agent feels it is in the best interest of the County to award an additional Contract to support other Departments in the County for as-needed document scanning services when they occur.

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. 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.

In accordance with the Purchasing Policy, section 7.1 (B) Board approval is required for all Contracts in excess of \$50,000. Therefore, your Board's approval is required to proceed with the three Contract awards in the aggregate amount not to exceed \$175,000 for the 13-month period of May 9, 2023 through June 30, 2024.

Item Initiated by: Desiree Belding, Program Manager
Approved by: Alicia Chaturvedula- CFAO- CDA
Steve Monaghan, IGS Agency Director
Submittal Date: April 21, 2023