

COUNTY OF NEVADA

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NEVADA COUNTY BOARD OF SUPERVISORS Board Agenda Memo

MEETING DATE: May 23, 2017
TO: Board of Supervisors
FROM: Sue Horne, Assessor
SUBJECT: Resolution approving Amendment No. 1 to the Personal Services Contract with Capitol Digital Document Solutions, Inc. pertaining to increasing the maximum contract amount by \$2,800 and to extending the contract termination date to June 30, 2018.

RECOMMENDATION: Adopt a resolution whereby the Board of Supervisors of the County of Nevada authorize the Chair of the Board to execute, on behalf of the County, certain Amendment No. 1 to the Personal Services Contract between the County and Capitol Digital Document Solutions pertaining to additional scanning and digital services for the Nevada County Assessor.

FUNDING: This expense of \$2,800 has been budgeted in the Assessor's departmental budget for the 2016/17 year and no budget amendment is needed. There is no additional impact on the General Fund.

BACKGROUND:

On June 23, 2015 the Board of Supervisors approved a Personal Services Contract with Capitol Digital to allocate \$45,148 to convert to digital images certain locally recorded documents which have been processed by the Assessor pertaining to re-appraisability facts.

The original contract amount provided funding for 800,000 worked documents to be converted in this scanning and archiving project and 800,000 documents have been converted. However, there remains approximately 51,000 additional paper documents that the Assessor desires to digitally convert in order to complete the project for these documents dating from 1970 through 2016.

As of January 1, 2017, Assessor staff have been processing and retaining electronically these locally recorded documents so that paper copies are no longer being generated.

In order to complete the conversion of the estimated 51,000 documents, the maximum contract amount will need to be increased by \$2,800 from \$45,148 to \$47,948. The conversion charge by the Contractor remains the same at \$.0549 per page. Additionally, in order for the Contractor to complete the work, the expiration date of the contract will need to be extended from June 30, 2017 to June 30, 2018.

Item Initiated and Approved by: Sue Horne, Assessor

Submittal Date: May 5, 2017

Revision Date: