

RESOLUTION NO. _____ (N.C.S.)

AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH BMI IMAGING SYSTEMS, INC FOR THE MICROFILM / SCANNING CONVERSION PROJECT FOR A NOT TO EXCEED AMOUNT OF \$100,000.00

WHEREAS, the City of Salinas Permit Center (“Permit Center”) staff currently issues building, development, planning, fire prevention, encroachment, demolition, and code compliance permits in accordance with Building Code regulations; and

WHEREAS, to meet code requirements, the Permit Center is required to keep copies of required plans and specification sheets for historical purposes; and

WHEREAS, our antiquated microfilm storage and reader are now obsolete and cumbersome to locate plans for informational purposes; and

WHEREAS, in order to facilitate Code required document preservation requirements, the Permit Center must utilize a current digital retrieval system; and

WHEREAS, the staff have identified BMI Imaging System as having a unique Digital Reel System to specifically host and preserve the required documents; and

WHEREAS, staff has determined that the implementation of BMI Imaging System’s Digital Real conversion will facilitate effective document storage and retrieval and has proposed the approval of a user and license agreement; and

WHEREAS, the funding source for this agreement is the scanned images revenue account (1000.30.3352-56.3440) where fees are collected for this specific service with the issuance of permits associated with the required document preservation.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF SALINAS: The City Manager is authorized to enter into a services agreement (Agreement) with BMI Imaging Systems, Inc. (“BMI”) to convert our stored microfilm and scanned images as outlines in the scope of work provided as Exhibit “A” of the attached professional services agreement for an amount not to exceed \$100,000 and the Finance Director is authorized to enter a supplemental appropriation of \$100,000 in account 1000.30.3350-63.6010.

PASSED AND ADOPTED this 20th day of September, 2016, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

ATTEST:

Patricia M. Barajas, CITY CLERK

Joe Gunter, MAYOR