


Office of the City Manager

CONSENT CALENDAR

July 13, 2004

To: Honorable Mayor and  
Members of the City Council  
From:  Phil Kamlarz, City Manager  
Subject: Contract Award: ImageMax Inc. for Microfilming Services

RECOMMENDATION

Adopt a resolution authorizing the City Manager to execute a contract and any amendments with ImageMax Inc. to provide microfilming services for the period September 1, 2004 through September 1, 2005 in an amount not to exceed \$25,000.

FISCAL IMPACTS OF RECOMMENDATION

Funds are available in 833-8302-463-3038 and in the balance of the current contract (purchase order #39058). Microfilming building plans, permits, applications and related materials is fee supported and funding for this activity is a baseline budget item for the department. The CMS number for this contract is GTQ18.

CURRENT SITUATION AND ITS EFFECTS

The Planning and Development Department intended to participate in the city's Imaging project currently lead by the Clerk's Office, however implementation is taking longer than expected. Approving this contract will enable the department to have plans, permits, and applications microfilmed for public use, while staff develops the necessary systems for a successful transition to document imaging.

BACKGROUND

On April 30, 2004 the City of Berkeley released a Request for Proposal (RFP) for microfilming services (Specification Number F-9062-04). Five responses were received and reviewed by a committee of Planning and Development Department staff. Based on the criteria outlined in the RFP, the committee selected ImageMax Inc., the current vendor.

The department has contracted with an outside vendor to microfilm building plans, permits, and applications since the Permit Service Center was established approximately seven years ago.

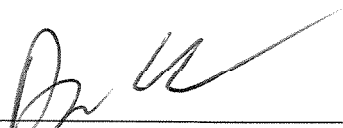
RATIONALE FOR RECOMMENDATION

The department does not have the facilities to store and staff to handle paper records of the approximately 8,000 permits issued annually. Microfilming building plans, permits and applications facilitates public access to this information.

CONTACT PERSON

Dan Marks, Director, Planning and Development Department, (510) 981-7400  
Laura Allen, Senior Management Analyst, (510) 981-7403

Approved:



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Dan Marks  
Director  
Planning and Development

RESOLUTION NO. -N.S.

AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT AND ANY AMENDMENTS WITH IMAGEMAX INC. FOR MICROFILMING SERVICES FOR THE PERIOD SEPTEMBER 1, 2004 THROUGH SEPTEMBER 1, 2005 IN AN AMOUNT NOT TO EXCEED \$25,000

WHEREAS, the Planning and Development Department of the City of Berkeley has historically used outside microfilm services to produce copies of building plans, permits, applications and related materials to facilitate public access to these documents; and

WHEREAS, the City released a Request for Proposal (Specification Number F-9062-04) for microfilm services on April 30, 2004, and the proposal review committee selected ImageMax Inc. as the successful responder; and

WHEREAS, funds are available in the department's current Permit Service Center Fund budget in 833-8302-463-3038 and the balance of the current contract, and the contract has been entered into the City contract database with CMS number GTQ18.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a contract and any amendments with ImageMax Inc. to provide microfilm services for the period September 1, 2004 through September 1, 2005 in the amount of \$25,000 budget code 833-8302-463-3038. A record signature copy of said contract and any amendments to be on file in the Office of the City Clerk.

