

# ORIGINAL

## AGREEMENT FOR SERVICES #3819

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**THIS AGREEMENT** made and entered by and between the County of El Dorado, a political subdivision of the State of California (hereinafter referred to as "County") and BMI Imaging Systems, Inc., a California Corporation, duly qualified to conduct business in the State of California, whose principal place of business is 749 W. Stadium Lane, Sacramento, CA 95834, (hereinafter referred to as "Contractor");

### RECITALS

**WHEREAS**, County has determined that it is necessary to obtain a Contractor to convert and store digitized historical investigative information on a perpetual basis for the Sheriff's Office; and

**WHEREAS**, Contractor has represented to County that it is specially trained, experienced, expert and competent to perform the special services required hereunder and County has determined to rely upon such representations; and

**WHEREAS**, it is the intent of the parties hereto that such services be in conformity with all applicable federal, state and local laws; and

**WHEREAS**, County has determined that the provision of these services provided by Contractor is in the public's best interest, and that these services are more economically and feasibly performed by outside independent Contractors as well as authorized by El Dorado County Charter, Section 210 (b) (6) and/or Government Code 31000;

**NOW, THEREFORE**, County and Contractor mutually agree as follows:

**ARTICLE I**

**Scope of Services:** Contractor agrees to furnish the personnel and equipment necessary to convert and store historical investigation index cards for the Sheriff’s Office as listed in “Exhibit A, El Dorado County Sheriff – Investigations Index Card Digitization Project”, incorporated herein and made by reference a part hereof.

**ARTICLE II**

**Term:** This Agreement shall become effective upon final execution by both parties hereto and shall cover the period May 14, 2019 – May 13, 2020. Thereafter, this agreement will automatically renew for annual terms until terminated by any party hereto for any reason by providing thirty (30) days written notification to the other party prior to the beginning of the annual term.

**ARTICLE III**

**Compensation for Services:** For services provided herein, County agrees to pay Contractor one lump sum annually in advance beginning in the second year of the Agreement. Payment shall be made within thirty (30) days following the County’s receipt and approval of annual invoice. For the purposes of this Agreement, the billing rate shall be in accordance with “Exhibit A, El Dorado County Sheriff – Investigations Index Card Digitization Project”, incorporated herein and made by reference a part hereof.

Total amount of this Agreement shall not exceed \$18,700 for the first year, and \$1,000 annually for each year thereafter as described in Exhibit A - Hosted by BMI (Option 2).

**ARTICLE IV**

**Taxes:** Contractor certifies that as of today’s date, it is not in default on any unsecured property taxes or other taxes or fees owed by Contractor to County. Contractor agrees that it shall not default on any obligations to County during the term of this Agreement.

**ARTICLE V**

**Changes to Agreement:** This Agreement may be amended by mutual consent of the parties hereto. Said amendments shall become effective only when in writing and fully executed by duly authorized officers of the parties hereto.

**ARTICLE VI**

**Contractor to County:** It is understood that the services provided under this Agreement shall be prepared in and with cooperation from County and its staff. It is further agreed that in all matters pertaining to this Agreement, Contractor shall act as Contractor only to County and shall not act as Contractor to any other individual or entity affected by this Agreement nor provide information in any manner to any party outside of this Agreement that would conflict with Contractor's responsibilities to County during term hereof.

## ARTICLE VII

**Assignment and Delegation:** Contractor is engaged by County for its unique qualifications and skills as well as those of its personnel. Contractor shall not subcontract, delegate or assign services to be provided, in whole or in part, to any other person or entity without prior written consent of County.

## ARTICLE VIII

**Independent Contractor/Liability:** Contractor is, and shall be at all times, deemed independent and shall be wholly responsible for the manner in which it performs services required by terms of this Agreement. Contractor exclusively assumes responsibility for acts of its employees, associates, and subContractors, if any are authorized herein, as they relate to services to be provided under this Agreement during the course and scope of their employment.

Contractor shall be responsible for performing the work under this Agreement in a safe, professional, skillful and workmanlike manner and shall be liable for its own negligence and negligent acts of its employees. County shall have no right of control over the manner in which work is to be done and shall, therefore, not be charged with responsibility of preventing risk to Contractor or its employees.

## ARTICLE IX

**Fiscal Considerations:** The parties to this Agreement recognize and acknowledge that County is a political subdivision of the State of California. As such, El Dorado County is subject to the provisions of Article XVI, Section 18 of the California Constitution and other similar fiscal and procurement laws and regulations and may not expend funds for products, equipment or services not budgeted in a given fiscal year. It is further understood that in the normal course of County business, County will adopt a proposed budget prior to a given fiscal year, but that the final adoption of a budget does not occur until after the beginning of the fiscal year.

Notwithstanding any other provision of this Agreement to the contrary, County shall give notice of cancellation of this Agreement in the event of adoption of a proposed budget that does not provide for funds for the services, products or equipment subject herein. Such notice shall become effective upon the adoption of a final budget which does not provide funding for this Agreement. Upon the effective date of such notice, this Agreement shall be automatically terminated and County released from any further liability hereunder.

In addition to the above, should the Board of Supervisors during the course of a given year for financial reasons reduce, or order a reduction, in the budget for any County department for which services were contracted to be performed, pursuant to this paragraph in the sole discretion of the County, this Agreement may be deemed to be canceled in its entirety subject to payment for services performed prior to cancellation.

## ARTICLE X

**Audit by California State Auditor:** Contractor acknowledges that if total compensation under this agreement is greater than \$10,000.00, this Agreement is subject to examination and audit by the

California State Auditor for a period of three (3) years, or for any longer period required by law, after final payment under this Agreement, pursuant to California Government Code §8546.7. In order to facilitate these potential examinations and audits, Contractor shall maintain, for a period of at least three (3) years, or for any longer period required by law, after final payment under the contract, all books, records and documentation necessary to demonstrate performance under the Agreement.

## **ARTICLE XI**

### **Default, Termination, and Cancellation:**

- A. **Default:** Upon the occurrence of any default of the provisions of this Agreement, a party shall give written notice of said default to the party in default (notice). If the party in default does not cure the default within ten (10) days of the date of notice (time to cure), then such party shall be in default. The time to cure may be extended at the discretion of the party giving notice. Any extension of time to cure must be in writing, prepared by the party in default for signature by the party giving notice and must specify the reason(s) for the extension and the date on which the extension of time to cure expires.

Notice given under this section shall specify the alleged default and the applicable Agreement provision and shall demand that the party in default perform the provisions of this Agreement within the applicable period of time. No such notice shall be deemed a termination of this Agreement unless the party giving notice so elects in this notice, or the party giving notice so elects in a subsequent written notice after the time to cure has expired. In the event of termination for default, County reserves the right to take over and complete the work by contract or by any other means.

- B. **Bankruptcy:** This Agreement, at the option of the County, shall be terminable in the case of bankruptcy, voluntary or involuntary, or insolvency of Contractor.
- C. **Ceasing Performance:** County may terminate this Agreement in the event Contractor ceases to operate as a business, or otherwise becomes unable to substantially perform any term or condition of this Agreement.
- D. **Termination or Cancellation without Cause:** County may terminate this Agreement in whole or in part upon thirty (30) calendar days written notice by County without cause. If such prior termination is effected, County will pay for satisfactory services rendered prior to the effective dates as set forth in the Notice of Termination provided to Contractor, and for such other services, which County may agree to in writing as necessary for contract resolution. In no event, however, shall County be obligated to pay more than the total amount of the contract. Upon receipt of a Notice of Termination, Contractor shall promptly discontinue all services affected, as of the effective date of termination set forth in such Notice of Termination, unless the notice directs otherwise.

**ARTICLE XII**

**Notice to Parties:** All notices to be given by the parties hereto shall be in writing and served by depositing same in the United States Post Office, postage prepaid and return receipt requested. Notices to County shall be addressed as follows:

COUNTY OF EL DORADO  
Sheriff's Office  
300 Fair Lane  
Placerville, CA 95667  
ATTN: Jon DeVille, Chief Fiscal Officer

or to such other location as the County directs.

with a carbon copy to

COUNTY OF EL DORADO  
Chief Administrative Office  
Procurement and Contracts Division  
360 Fair Lane  
Placerville, CA 95667  
ATTN: Michele Weimer, Purchasing Agent

Notices to Contractor shall be addressed as follows:

BMI Imaging Systems, Inc.  
1115 E. Arques Avenue  
Sunnyvale, CA 94086  
ATTN: Mike Aufranc

or to such other location as the Contractor directs.

**ARTICLE XIII**

**Change of Address:** In the event of a change in address for Contractor's principal place of business, Contractor's Agent for Service of Process, or Notices to Contractor, Contractor shall notify County in writing pursuant to the provisions contained in this Agreement under the Article titled "Notice to Parties". Said notice shall become part of this Agreement upon acknowledgment in writing by the County Contract Administrator, and no further amendment of the Agreement shall be necessary provided that such change of address does not conflict with any other provisions of this Agreement.

**ARTICLE XIV**

**Indemnity:** The Contractor shall defend, indemnify, and hold the County harmless against and from any and all claims, suits, losses, damages and liability for damages of every name, kind and description, including attorney's fees and costs incurred, brought for, or on account of, injuries to or death of any person, including but not limited to workers, County employees, and the public, or

damage to property, or any economic or consequential losses, which are claimed to or in any way arise out of or are connected with the Contractor's services, operations, or performance hereunder, regardless of the existence or degree of fault or negligence on the part of the County, the Contractor, subContractor(s) and employee(s) of any of these, except for the sole, or active negligence of the County, its officers and employees, or as expressly prescribed by statute. This duty of Contractor to indemnify and save County harmless includes the duties to defend set forth in California Civil Code Section 2778.

#### **ARTICLE XV**

**Insurance:** Contractor shall provide proof of a policy of insurance satisfactory to the County of El Dorado Risk Manager and documentation evidencing that Contractor maintains insurance that meets the following requirements:

- A. Full Worker's Compensation and Employer's Liability Insurance covering all employees of Contractor as required by law in the State of California.
- B. Commercial General Liability Insurance of not less than \$1,000,000.00 combined single limit per occurrence for bodily injury and property damage and a \$2,000,000.00 aggregate limit.
- C. Automobile Liability Insurance of not less than \$1,000,000.00 is required in the event motor vehicles are used by the Contractor in the performance of the Agreement.
- D. In the event Contractor is a licensed professional or professional consultant, and is performing professional services under this Agreement, professional liability is required with a limit of liability of not less than \$1,000,000.00 per occurrence.
- E. Contractor shall furnish a certificate of insurance satisfactory to the County of El Dorado Risk Manager as evidence that the insurance required above is being maintained.
- F. The insurance will be issued by an insurance company acceptable to Risk Management, or be provided through partial or total self-insurance likewise acceptable to Risk Management.
- G. Contractor agrees that the insurance required above shall be in effect at all times during the term of this Agreement. In the event said insurance coverage expires at any time or times during the term of this Agreement, Contractor agrees to provide at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of term of the Agreement, or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of Risk Management and Contractor agrees that no work or services shall be performed prior to the giving of such approval. In the event the Contractor fails to keep in effect at all times insurance coverage as herein provided, County may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event.

- H. The certificate of insurance must include the following provisions stating that:
1. The insurer will not cancel the insured's coverage without prior written notice to County, and;
  2. The County of El Dorado, its officers, officials, employees and volunteers are included as additional insured on an additional insured endorsement, but only insofar as the operations under this Agreement are concerned. This provision shall apply to the general liability policy.
- I. The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees or volunteers shall be in excess of the Contractor's insurance and shall not contribute with it.
- J. Any deductibles or self-insured retentions must be declared to and approved by the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- K. Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the County, its officers, officials, employees or volunteers.
- L. The insurance companies shall have no recourse against the County of El Dorado, its officers and employees or any of them for payment of any premiums or assessments under any policy issued by any insurance company.
- M. Contractor's obligations shall not be limited by the foregoing insurance requirements and shall survive expiration of this Agreement.
- N. In the event Contractor cannot provide an occurrence policy, Contractor shall provide insurance covering claims made as a result of performance of this Agreement for not less than three (3) years following completion of performance of this Agreement.
- O. Certificate of insurance shall meet such additional standards as may be determined by the contracting County Department either independently or in consultation with Risk Management, as essential for protection of the County.

## **ARTICLE XVI**

**Interest of Public Official:** No official or employee of County who exercises any functions or responsibilities in review or approval of services to be provided by Contractor under this Agreement shall participate in or attempt to influence any decision relating to this Agreement which affects personal interest or interest of any corporation, partnership, or association in which he/she is directly or indirectly interested; nor shall any such official or employee of County have any interest, direct or indirect, in this Agreement or the proceeds thereof.

## **ARTICLE XVII**

**Interest of Contractor:** Contractor covenants that Contractor presently has no personal interest or financial interest, and shall not acquire same in any manner or degree in either: 1) any other contract connected with or directly affected by the services to be performed by this Agreement; or, 2) any other entities connected with or directly affected by the services to be performed by this Agreement. Contractor further covenants that in the performance of this Agreement no person having any such interest shall be employed by Contractor.

## **ARTICLE XVIII**

**Conflict of Interest:** The parties to this Agreement have read and are aware of the provisions of Government Code Section 1090 et seq. and Section 87100 relating to conflict of interest of public officers and employees. Contractor attests that it has no current business or financial relationship with any County employee(s) that would constitute a conflict of interest with provision of services under this contract and will not enter into any such business or financial relationship with any such employee(s) during the term of this Agreement. County represents that it is unaware of any financial or economic interest of any public officer or employee of Contractor relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement either party may immediately terminate this Agreement by giving written notice as detailed in the Article in the Agreement titled, "Default, Termination and Cancellation".

## **ARTICLE XIX**

**California Residency (Form 590):** If Contractor is a California resident, Contractors must file a State of California Form 590, certifying its California residency or, in the case of a corporation, certifying that it has a permanent place of business in California. The Contractor will be required to submit a Form 590 prior to execution of an Agreement or County shall withhold seven (7) percent of each payment made to the Contractor during term of the Agreement. This requirement applies to any agreement/contract exceeding \$1,500.00.

## **ARTICLE XX**

**Nonresident Withholding:** If Contractor is not a California resident, Contractor shall provide documentation that the State of California has granted a withholding exemption or authorized reduced withholding prior to execution of this Agreement or County shall withhold seven (7%) percent of each payment made to the Contractor during term of the Agreement as required by law. This requirement applies to any agreement/contract exceeding \$1,500.00. Contractor shall indemnify and hold the County harmless for any action taken by the California Franchise Tax Board.



**ARTICLE XXI**

**Taxpayer Identification Number (Form W-9):** All independent Contractors or corporations providing services to the County must file a Department of the Treasury Internal Revenue Service Form W-9, certifying their Taxpayer Identification Number.

**ARTICLE XXII**

**County Business License:** It is unlawful for any person to furnish supplies or services, or transact any kind of business in the unincorporated territory of El Dorado County without possessing a County business license unless exempt under County Code Section 5.08.070.

**ARTICLE XXIII**

**Administrator:** The County Officer or employee with responsibility for administering this Agreement is Jon DeVille, Chief Fiscal Officer, Sheriff's Office, or successor.

**ARTICLE XXIV**

**Authorized Signatures:** The parties to this Agreement represent that the undersigned individuals executing this Agreement on their respective behalf are fully authorized to do so by law or other appropriate instrument and to bind upon said parties to the obligations set forth herein.

**ARTICLE XXV**

**Partial Invalidity:** If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will continue in full force and effect without being impaired or invalidated in any way.

**ARTICLE XXVI**

**Venue:** Any dispute resolution action arising out of this Agreement, including, but not limited to, litigation, mediation, or arbitration, shall be brought in El Dorado County, California, and shall be resolved in accordance with the laws of the State of California.

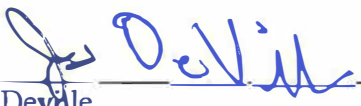
**ARTICLE XXVII**

**No Third Party Beneficiaries:** Nothing in this Agreement is intended, nor will be deemed, to confer rights or remedies upon any person or legal entity not a party to this agreement.

**ARTICLE XXVIII**

**Entire Agreement:** This document and the documents referred to herein or exhibits hereto are the entire Agreement between the parties and they incorporate or supersede all prior written or oral Agreements or understandings.

**Requesting Contract Administrator Concurrence:**

By:   
Jon Deville  
Chief Fiscal Officer  
Sheriff's Office

Dated: 4/23/19

**Requesting Department Head Concurrence:**

By:   
John D'Agostini  
Sheriff  
Sheriff's Office

Dated: 4/24/19

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated below.

-- COUNTY OF EL DORADO --

Dated: 5/14/2019  
By: [Signature]  
Chair  
Board of Supervisors  
"County"

ATTEST:  
James S. Mitrison  
Clerk of the Board of Supervisors  
By: [Signature]  
Deputy Clerk

Dated: 5/14/2019

-- CONTRACTOR --

BMI IMAGING SYSTEMS, INC.  
A CALIFORNIA CORPORATION

By: [Signature]  
James R. McNeil  
"Contractor" Vice President

Dated: April 22, 2019

By: [Signature]  
Janice Harrison  
Corporate Secretary  
Janice Harrison

Dated: 4/22/19

(td)

(#3819)

# EXHIBIT "A"



BMI Imaging Systems, Inc.  
749 W. Stadium Lane  
Sacramento, CA 95834

Michael D. Aufranc  
[maufranc@bmiimaging.com](mailto:maufranc@bmiimaging.com)  
800.488.3456 x405



## El Dorado County Sheriff - Investigations Index Card Digitization Project

February 25, 2019

**Prepared for:**  
Ms. Sara Dougherty  
Investigations Unit  
El Dorado County Sheriff





February 25, 2019

Ms. Sara Dougherty  
Sheriff's Technician II  
Investigations Unit  
El Dorado County Sheriff  
471 Pierroz Road  
Placerville, CA 95667

Dear Sara,

Thank you for taking the time to meet with me. BMI appreciates the opportunity to provide the El Dorado County Sheriff with this proposal to convert your historical index cards to Digital Reel format.

Included with this proposal are the following items:

- Project Overview
- Deployment Options
- Schedule of Fees

We look forward to working with the El Dorado County Sheriff's Office in making this another successful project. If you have any questions or need any additional information, please contact me at (916) 924-6666 x405.

Sincerely,

A handwritten signature in blue ink that reads 'M. D. Aufranc'.

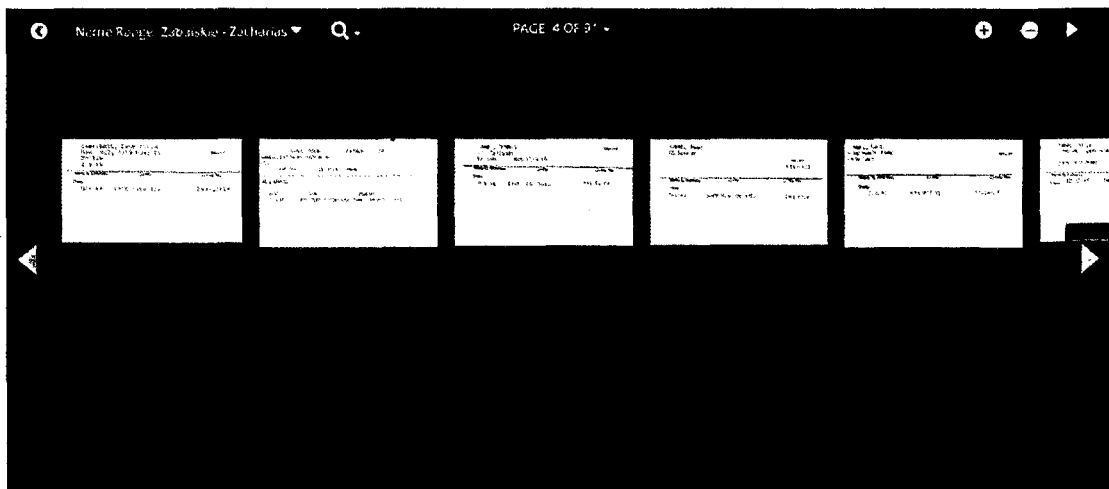
Michael D. Aufranc

## Project Overview:

The El Dorado County Sheriff's Office currently maintains filing cabinets which house approximately 570,000 index cards. These index cards are organized alphabetically. Our proposal includes the creation of a digital replica of the cabinets which will be managed by our Digital Reel software. Below is a summary of services:

- Secure pick-up and delivery of materials (completed by BMI employees)
- Scan the cards 300 dpi bi-tonal mode in the order received
- Index the cards by the alphabetic tabs in the drawers  
Note: BMI will organize the cards in sections digitally as they are now presented in the drawers.
- All images will OCR processed to enable text searching
- Customer will be responsible for secure packing of materials for transport

Below is sample of how the cards will appear in the system:



## Deployment Options:

### Option 1: On Premise @ County

#### Hosting Servers:

- Web hosting servers should have a minimum of 4 GB of RAM.
- Any of the following operating systems: Windows Server 2008 R2 (64 bit), Windows Server 2012 R2 (64 bit), Windows Server 2016 (64 bit), Windows 7 (64 bit) Windows 8 (64 bit) and Windows 8.1 (64 bit).
- Microsoft .NET Framework Version 4.5.
- Microsoft Visual C++ Redistributable package (x64).
- Microsoft SQL Server 2008 or greater **or** Microsoft SQL Express (for installations where the index database will not exceed 10 GB).

### **Text Search Server:**

Digital Reel can be configured to use two different text search engines depending on the volume of documents processed for text search retrieval in the Digital Reel dataset.

- Smaller datasets can operate with a generic text search engine that is installed on the Digital Reel hosting server, thus requiring no additional hardware.
- Larger datasets will require the installation of an additional database requiring a separate Windows Server. Depending on the size of the text search index, multiple copies of the text search server and database maybe required to improve search response times. The hardware and operating system requirements for a text search server are as follows:
  - Windows Server 2008 R2 (64 bit), Windows Server 2012 R2 (64 bit)  
Windows Server 2016 (64 bit)
  - Microsoft .NET Framework Version 4.5
  - 4 GB RAM (minimum)
  - 2 GHZ Quad Core Processor
  - 50 GB disk space (minimum)

### **Client Workstations:**

- Microsoft Internet Explorer Version 11 or better.
- Microsoft Edge.
- Mozilla Firefox Version 21 or better.
- Google Chrome Version 28 or better\*.
- Apple Safari Version 5.1.9 or better.
- Java Script must be enabled on each workstation.

\* BMI recommends using the Chrome browser for the best user experience.

### **Option 2: Hosted by BMI**

BMI's COLO data center (RagingWire) is a Tier 4 data center located in Sacramento, California and encompasses 1,000,000 square feet of data center, with 38 megawatts of critical IT power, scalable to over 225 Watts per square foot power density. The west coast data center campus is also LEED Gold certified and EPA ENERGY STAR rated, with one of the lowest PUEs in the industry.

**Standards and Compliance:** The data center campus has completed the most rigorous level of SSAE-16 Type II audits, with zero exceptions.

**Critical Infrastructure:** The data center is driven by power, cooling, and network systems that are unmatched in the industry, offering a 99.99% uptime SLA. The data center is equipped with a minimum of N+2 redundancy protection throughout all our critical systems. The electrical power delivery to our rack is at an unprecedented 2N+2 redundancy level. The data center is engineered to provide 99.99% power availability and a highly reliable and efficient cooling infrastructure. The data center provides high-speed Internet connections running over multiple tier-1 Internet providers. The data centers are operated by IT professionals who are certified, rigorously trained and have extensive industry expertise.

**Replication:** The Digital Reel data set will be replicated to our data center located in Sunnyvale, CA. This creates two complete, geographically separate; data sets maintained on RAID storage, both data sets are active and service user requests using a “load-balanced” methodology between the sites for optimum performance. Pricing for hosting includes 5 named user accounts. Hosted site will be locked down via the outbound IP address coming from your facility.

<b>Schedule of Fees:</b>
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**Conversion Services**

Description	Total Price
Index Card Scanning @ \$75/hour estimated at 228 hours	\$17,100
OCR Processing	included
Indexing by Tabs	included
Project Management – Set Up	\$1,000
Pick-up & Delivery @ \$300/each	\$600
<b>Total Estimate</b>	<b>\$18,700</b>

**On Premise Installation (Option 1)**

Description	Total Price
5 DR Licenses (named accounts)	\$7,500
Dual Core Server License	\$5,000
OCR Server License	\$5,000
HD Deliverables	\$500
BMI Professional Services (install/train) - 1 day	\$1,400
<b>Total Estimate</b>	<b>\$19,400</b>

One year’s maintenance is included and covers the Digital Reel licenses, dual core server license and OCR server license. The following year, annual maintenance will be billed at \$3,200.

**Note:** Sales tax will be additional on this project and will be added.



**Hosted by BMI (Option 2)**

Description	Total Price
<b>Year 1 - Annual Hosting includes 5 named accounts</b>	<b>Included*</b>
<b>Total Estimate</b>	<b>\$0</b>

**\*Year 2 – annual hosting will be billable @ \$1,000/year.**

**Note: If BMI does not provide the County with any type of physical deliverable, sales tax can be avoided for this project. If the system is deployed on premise, tax will be additional.**