



## Legislation Text

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**File #:** 19-0704, **Version:** 1

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Sheriff's Office recommending the Board approve and authorize the Chair to sign the perpetual Agreement for Services 3819 with BMI Imaging Systems, Inc., beginning on May 14, 2019, for a first year payment of \$18,700 for the conversion of historical investigation index cards, and an annual fee of \$1,000 for hosted storage thereafter.

**FUNDING:** General Fund.

### **DISCUSSION / BACKGROUND**

In February 2019, the Sheriff's Detectives Unit received a proposal from BMI Imaging Inc., for converting and storing historical index cards related to law enforcement investigations on Digital Reel format. This was necessary in order to facilitate the upcoming move of paperless records and files to the new Public Safety Facility Building. The Sheriff's Office (SO) currently maintains filing cabinets which house approximately 570,000 index cards organized alphabetically. BMI Imaging Inc. proposes to create a digital replica of the cabinets which will be managed by their Digital Reel software. After the conversion of the cabinets, the files will be securely stored at BMI Imaging Inc., and will be remotely accessible to SO staff through user accounts.

The one-time cost for the initial conversion service is \$18,700, and annually thereafter, the cost will be \$1,000.00 for storage of the files.

Since Board Policy C-17 requires departments to obtain authorization from the Board of Supervisors to utilize any contract that does not have a stated contract term on an annual basis, the Sheriff's Office is requesting that this contract with BMI Imaging Inc., become a perpetual contract which will be brought back annually for authorization to renew and increase compensation as needed.

### **ALTERNATIVES**

N/A

### **PRIOR BOARD ACTION**

N/A

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

County Counsel has approved the Agreement.

### **CAO RECOMMENDATION / COMMENTS**

Approve as recommended.

### **FINANCIAL IMPACT**

No Change to Net County Cost. The expenses are budgeted in the Sheriff's annual operating budget.

### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

Please return one fully executed original for distribution.

**STRATEGIC PLAN COMPONENT**

Public Safety

**CONTACT**

Undersheriff Randy Peshon