



Legislation Text

File #: 21-0476, **Version:** 1

Sheriff's Office recommending the Board approve and authorize the continuation of the following perpetual agreements:

- 1) Ecolab, Agreement 2896, from April 1, 2021 through March 31, 2022, with an increase of \$2,400 for rental of two commercial dishwashers utilized in the South Lake Tahoe Jail; and
- 2) BMI Imaging, Agreement 3819, from April 19, 2021 through April 18, 2022, with an increase of \$1,000 for hosted storage of historical investigation index cards.

FUNDING: Sheriff's Operating Budget - General Fund.

DISCUSSION / BACKGROUND

In accordance with Board Policy C-17, departments are required 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 has Board-approved contracts with the above referenced companies for dishwasher rentals and hosted storage and is recommending the Board authorize the continued use of these agreements for FY 2021-22.

Ecolab

The Sheriff's Office rents two (2) dishwashers from Ecolab for use in the South Lake Tahoe Jail. The original agreement for the rental was signed in February 2016 and each year after a new contract was brought to Board for approval. It was determined that if this process were to continue the price of the new contract would continue to increase each year, rather than paying a consistent price for having a month-to-month agreement in place. In February 2019, the Board approved to transition this agreement to a perpetual given the new month-to-month status. This request is to continue utilizing Ecolab from April 1, 2021 through March 31, 2022, and increase funding to Agreement # 2896 by \$2,400 for the dishwasher rental fees.

BMI Imaging

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) maintained filing cabinets which housed approximately 570,000 index cards organized alphabetically. BMI Imaging Inc. created a digital replica of the cabinets which is managed by their Digital Reel software. After the conversion of the cabinets, the files are securely stored at BMI Imaging Inc., and will be remotely accessible to SO staff through user accounts. This request is to continue utilizing BMI Imaging storage from April 19, 2021 through April 18, 2022, and increase funding to Agreement # 3819 by \$1,000 for the annual storage fee.

ALTERNATIVES

N/A

PRIOR BOARD ACTION

Ecolab Agreement # 2896 was signed in April 2018, but first brought to Board for approval to transition to a perpetual agreement on March 19, 2019, Legistar #19-0317. Legistar #20-0295 was brought to Board on 3/17/20 to continue until March 31, 2021.

BMI Imaging Agreement # 3819 was originally approved by the Board on May 14, 2019, Legistar #19-0704. Legistar #20-0295 was brought to Board on 3/17/21 to continue until April 18, 2021.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Procurement and Contracts.

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

N/A

STRATEGIC PLAN COMPONENT

Approval of perpetual agreements utilizes resources and provides continuity of services increasing public safety.

CONTACT

Undersheriff Bryan Golmitz