That the Board of County Commissioners approve Amendment No. 2 to the contract with BMI Imaging Systems, Inc., to Replicate and Digitize Microfilm for County Recorder; and authorize the Chief Financial Officer or his designee to sign the amendment; or take other action as appropriate.

FISCAL IMPACT:

Fund#: 2290.907
Fund Center: 1060511000
Description: Replicate and Digitize Microfilm for County Recorder
Amount: $90,000.00 per year
Added Comments: The original contract value was $956,866. Amendment No. 1 increased the value by $162,125, for a total project cost of $1,118,991. This Amendment No. 2 will add $90,000 per year for ongoing image uploading and Internet hosting of a complete set of official records for disaster recovery purposes.

BACKGROUND:

On August 18, 2009, the Board of County Commissioners (Board) approved the award of Bid No. 601470-09 to BMI Imaging Systems, Inc., to replicate and digitize microfilm for the County Recorder’s Office for the years 1874 through 2004.

Amendment No. 1 was approved by the Board on May 4, 2010, to provide for additional microfilm processing, which was found to be necessary during the initial work on the project.

This Amendment No. 2 is to increase the Scope of Work to include the uploading of additional images to Digital ReeL and providing ongoing Internet hosting for all of the Digital ReeL images. This ongoing effort will allow for continuous access to our digital images, until our in-house storage solution has been installed and becomes operational, which is to be completed in 9 to 12 months. This “remote” hosting solution also acts as a double redundant back-up system (outside the local geographic area) for disaster recovery purposes. The period of performance will be March 1, 2011 through February 29, 2012, with the option to renew on a month-to-month as needed.

The Business License Department has determined that BMI Imaging Systems, Inc. is not required to have a Clark County Business License, as all additional work will be on-site at their office.

These modifications and costs were reviewed by the Recorder’s Office staff, and were found equitable for the work involved. The attached Amendment document details the modifications and costs involved.

Prepared by: Veronica A. Kammler

Respectfully submitted,