



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C10

For the meeting of: February 13, 2018

Date: January 22, 2018
To: Board of Supervisors
From: Kelly Sanders, Humboldt County Clerk Recorder
Subject: ScanPro 2200 Plus Purchase and Supplemental Budget (4/5 Vote)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the attached supplemental budget in the amount of \$8,775 for the purchase of a ScanPro 2200 plus from BMI Imaging Systems, Inc. and \$2,273 for workstation equipment. – (4/5 vote required); and
2. Direct the Auditor’s Office to implement the attached supplemental budget

SOURCE OF FUNDING:

Recorders Fund 1310 Recorder - Record Conversion

DISCUSSION:

A microfilm reader/printer is an essential tool used by the Recorder’s office for viewing and printing from microfilm and microfiche, which are the original media for a significant portion of historical document images.

Prepared by Kristine Legg

CAO Approval

REVIEW:

Auditor WBSM County Counsel BA Human Resources _____ Other _____

TYPE OF ITEM:

- Consent
- Departmental
- Public Hearing
- Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Bass Seconded by Supervisor Fennell

Ayes Bass, Fennell, Sundberg, Bohn, Wilson

- Nays _____
- Abstain _____
- Absent _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: 2/13/18

By: [Signature]
Kathy Hayes, Clerk of the Board

For the last two years, the department's currently owned film reader/printer purchased in 2006, has become obsolete for the purposes of repair as we've been unable to renew the maintenance contract or get replacement parts for the unit when needed; therefore, it's necessary to purchase a new unit as soon as possible.

As preservation has moved more and more to a digitized format, microfilm reader/printers are becoming obsolete. However, Government Code §27322.2 still requires the Recorder to preserve documents on film, which states in part, "A system of microphotography, optical disk, or reproduction by any other technique that does not permit additions, deletions, or changes to the original document may be used by the recorder as a photographic reproduction process to record some or all instruments, papers, and notices that are required or permitted by law to be recorded or filed. A true copy of the document shall be kept in a safe and separate place that will reasonably assure its preservation for the duration of the retention prescribed by law against loss or destruction. A true copy of the document shall be arranged in a suitable place in the office of the recorder to facilitate public inspection."

After a diligent search on the internet, as well as several inquiries made to other county's Recorders, we've concluded the ScanPro 2200 to be a single source to provide the capabilities and functionality required by the Recorder to ensure adherence to preservation standards and maintain the current level of service to the public.

FINANCIAL IMPACT:

The amount budgeted for the conversion of images for fiscal year 2017-18 is insufficient. A transfer of funds from the Recorder's Record Conversion fund 1310 will provide the necessary funds to purchase this equipment. The total cost to purchase a ScanPro 2200 Plus, including tax, installation, training, shipping, and a 3 year on-site service maintenance contract is \$8,775. An additional \$2,273, as listed in the attached quote, is necessary to purchase the recommended workstation equipment to pair with the ScanPro. This request meets the Boards strategic framework by ensuring sustainability and investing in the future.

OTHER AGENCY INVOLVEMENT:

County Counsel
Auditor/Controller
Purchasing

ALTERNATIVES TO STAFF RECOMMENDATIONS:

None.

ATTACHMENTS:

Supplemental Budget
ScanPro 2200 Plus Schedule of Fees
Service Maintenance Agreement
IT Quote for ScanPro Workstation Equipment

Supplemental Budget

1310267 - Recorder-Record Conversion

Revenues	Object	Increase Amt.
Transfer from Trust - Rec Mod	706130	11,048.00
Total		11,048.00
Expenditures	Object	Increase Amt.
Microfilm Reader	8036	8,775.00
Computer	8025	2,273.00
Total		11,048.00



August 3, 2017

Ms. Kelly E. Sanders
Clerk-Recorder-Registrar
County of Humboldt
825 5th Street, 5th Floor
Eureka, CA 95501

Dear Kelly,

Thank you for taking the time to speak with me. BMI Imaging Systems appreciates the opportunity to provide you with information regarding the ScanPro 2200 digital microfilm scanner. Listed below is our schedule of fees along with the PC hardware recommendations:

SCHEDULE OF FEES:

Description	Vol. Estimate	Unit Price	Total Price
ScanPro 2200 Body (USB3)	1	\$4,995	\$4,995
7x – 32x Zoom Lens	1		included
UCC 610 Universal Carrier (includes the ability to handle M-type cartridges)	1		included
3 Year On-Site BMI Service Maintenance Contract	1	\$2,000	\$2,000
Installation and Training	1	\$800	\$800
Total Estimate			\$7,995

Note: Shipping (\$100) and sales tax will be additional.

PC HARDWARE RECOMMENDATIONS

<u>Computer Hardware</u>	<u>Minimum Recommendation</u>	<u>Suggested</u>
Processor Speed	Intel Core i5	Higher
Memory	8GB	Higher
Hard Drive	500 GB	Higher
Optical Media	24x CDRW/DVD	Same
Monitor	VGA/SVGA/SXVGA	Same
Operating Systems	64 Bit Win 7, 64 Bit Win 10	Same
Connection to Scanner	USB3	Same

BMI is the factory authorized dealer in Northern and Central CA for the ScanPro line of products. We look forward to working with the County of Humboldt in making this another successful installation. If you have any questions or need any additional information, please contact me at (916) 924-6666 x405.

Sincerely,



Michael D. Aufranc

Service Maintenance Agreement

Contract # 20010



**BMI
IMAGING
SYSTEMS**

1115 E. Arques Avenue
Sunnyvale, CA 94085
Phone: 408-736-7444 x 1 for Service
Fax: 408-774-2338

Bill To:
HUMBOLDT COUNTY CLERK-RECORDER-REG
825 5TH STREET, 5TH FLOOR
EUREKA CA 95501

CHRISTINE
klegg@co.humboldt.c

Ship To:
HUMBOLDT COUNTY CLERK-RECORDER-REG
825 5TH STREET, 5TH FLOOR
EUREKA CA 95501

CHRISTINE
klegg@co.humboldt.ca.u

Type: HARDWARE CONTRACT - ON-SITE
Starts: 10/01/2017
Expires: 09/30/2020

Created By: Carla
Contract Total: 2,000.00

Equipment Included Under Contract

Serial No: TBD
Description: SCANPRO 2200
Model No: SCANPRO 2200
Location: *VALID ONCE UNITS INSTALLED*
Value: 2,000.00

Total Equipment 1

Print Name _____ **Signature** _____ **Date** _____
BMI IMAGING SYSTEMS, INC. _____
Customer _____

With this agreement the customer understands and is in acceptance of all terms and conditions stated. This agreement supersedes all prior proposals, oral or written, and all other arrangements between parties in relation to the above subject matter.

TYPE OF CONTRACT

MAINTENANCE: Subject to customer performing all of customers obligations hereunder, BMI IMAGING SYSTEMS, hereafter referred to as BMI, agrees to provide the maintenance as designated for the products listed on the face hereof. The customer agrees to pay the selected charges shown on the face hereof. Maintenance selections are defined as follows:

1. **ON-SITE EQUIPMENT MAINTENANCE:** BMI agrees to supply labor and materials, excluding normal consumable items (see paragraph 14), to maintain the equipment in normal working condition at the customer's site. On-Site equipment maintenance will be available during normal contract hours (See paragraph 5). BMI may perform, at its discretion, inspections and preventative maintenance calls during normal contract hours. Service requested and received outside normal contract hours will be billed separately at BMI's then current rates but without charge for materials.

2. **ON-SITE SOFTWARE MAINTENANCE:** BMI agrees to supply labor and other technical services, to maintain the software in normal working condition at the customer's site. On-Site software maintenance, including telephone support, will be available during normal contract hours (See paragraph 5). Service requested and received outside normal contract hours will be billed separately at BMI's then current rates. Unless otherwise stated and agreed to by both parties in writing, no computer or telecom hardware, other software products, communication, configuration and other network related component systems are covered by BMI under this agreement. BMI's sole responsibility is the maintenance of the specific application software.

3. **TELEPHONE-ONLY SOFTWARE MAINTENANCE:** BMI agrees to supply telephone support to the customer in conjunction with their efforts to support the software. Telephone-Only software maintenance will be available during normal contract hours (See paragraph 5). Service requested and received outside normal contract hours will be billed separately at BMI's then current rates. Unless otherwise stated and agreed to in writing by both parties, no computer or telecom hardware, other software products, communication, configuration and other network related component systems are covered by BMI under this agreement. BMI's sole responsibility is the maintenance of the specific application software.

TERMS AND CONDITIONS

4. BMI accepts no liability for any damage to customer data, files or information while providing services in the course of this contract. Customer agrees to maintain current backup of all applications, data, files, and information.

5. Unless otherwise stated, normal contract hours are defined as the hours between 8:00 a.m. and 5:00 p.m. Monday through Friday (excluding BMI company holidays).

6. BMI may provide to the customer minor releases or updates of software released by the manufacturer to be downloaded from the internet during the term of this agreement, which, in BMI's judgement, improve the overall performance of the system. Customer may, with written notice to BMI Service Manager, delay or deny any software upgrade during the course of the maintenance agreement at no additional charge from BMI.

7. Customer acknowledges that they have no ownership interest in diagnostic software or hardware provided by BMI, and that BMI may remove these diagnostic programs and any BMI loaned remote access devices upon termination of this agreement.

8. Customer agrees to pay, at BMI's then current billable rates, for calls and materials not covered under this agreement. Such calls and materials include, without limitation, those resulting from (1) the failure of equipment or software through the fault, misuse, or negligence of customer, (2) the misuse or misapplication of software, (3) the failure of equipment attributable to equipment not covered by this agreement, such as interconnected or associated equipment, (4) the misuse of, or usage of non-authorized consumable materials, (5) the installation of any software program or operating system service pack, not specifically recommended by BMI, which impacts the

overall performance of the supported system, and (6) the failure of software or equipment due to viruses.

9. BMI shall have no liability or responsibility to a customer or any other person with respect to any liability, loss or damage caused by or alleged to be caused directly or indirectly by the software or equipment, replacement parts or modules, or service provided by BMI including but not limited to: any interruption of service, loss of business, or anticipatory profits or consequential damages resulting from the use or operation of the software or equipment and in no event shall BMI be liable for loss of profits, or any direct, special or consequential damages arising out of any breach of this agreement.

10. This agreement shall not apply to repairs made necessary by accident, misuse, abuse, neglect, theft, vandalism, electrical power failure, fire, water, or other casualty, or repairs made necessary by service performed by personnel other than those authorized by BMI.

11. The equipment or software shall be in good working condition on the date of commencement of this agreement.

12. The customer must notify BMI in writing prior to moving the software or equipment to an address other than the ship to address listed on the face of this agreement. BMI reserves the right to immediate re-price of the contract in the event of software or equipment relocation. Customer agrees to pay all associated relocation charges, including but not limited to, breakdown and re-installation charges at BMI's then current time and materials rates to restore equipment or software to working condition. Customer is not required to accept a price adjustment by BMI as a result of relocation, and may cancel their agreement with a 30 day notice, during which time BMI will not be required to provide support.

13. Tax is not included and will be added as applicable.

14. Normal consumable items include, but are not limited to, drums, MOD drives, CD drives, Hard disk drives, covers, glass parts, batteries, chargers and accessories, or supplies such as paper, toner, discs, or lamps. Customer agrees to use only those consumables that meet OEM published specifications.

15. When BMI replaces any part(s), components, circuit boards or modules of the listed equipment, the replacement parts become the property of the customer and the replaced parts become the property of BMI. BMI occasionally may use reconditioned parts, components, circuit boards or modules as replacements, so long as the equipment does not vary from manufacturer's performance standards.

16. All equipment must be installed on a dedicated electrical circuit. Any provable damage caused to the equipment by being installed on a non-dedicated line will be chargeable to the customer at BMI's then billable rates.

17. If in BMI's sole discretion it believes an equipment service overhaul is required, this agreement does not include the rebuilding or reconditioning of equipment. Customer will have the option to pay for rebuilding or reconditioning.

EXPIRATION AND RENEWAL

18. The initial term of this agreement shall be twelve (12) months from the effective date noted on the reverse side.

CANCELATION

19. Customer may terminate this agreement for any reason with 30 days written notice prior to the renewal anniversary date. BMI may terminate this agreement at any time for any reason with 30 days written notice. BMI will issue a prorated credit for any remaining prepaid agreement coverage following cancellation.

RATE CHANGES

20. The maintenance rates specified on the front of this agreement will not change during the effective dates, except for the terms and conditions covered. All rates are adjustable after the contract expiration date. All charges are due and payable in advance of the contract period and no later than 30 days following invoicing by BMI to customer.

From: [Dell \(please do not reply\)](#) on behalf of [Dell Inc.](#)
To: [Sanchez, Tyson](#)
Subject: Dell Computer - Saved Quote Information -1021624760521
Date: Thursday, January 18, 2018 3:15:24 PM



You have saved an eQuote 1021624760521

An eQuote is now saved in your Dell Online Store.
This will be held for 60 days and will expire on 03/19/2018

Your eQuote has been sent to:

Emailed to: tsanchez@co.humboldt.ca.us
tsanchez@co.humboldt.ca.us

To retrieve this eQuote

Login to [Premier](#)

Sign in to Humboldt County NASPO ValuePoint 7-15-70-34-003 / WN03AGW

Click on "Quotes" in the top menu bar and search for eQuote number 1021624760521

eQuote Name	RECR-KLEGG-TICK:2380 UPDATED
Saved By	tsanchez@co.humboldt.ca.us
eQuote Description	Desktop, UPS, Monitor
Authorized Buyer	
Notes/Comments	This workstation meets the minimum specs set forth by BMI Imaging Systems. It will be paired with the new ScanPro 2200 digital microfilm scanner.
Account Name	Humboldt County NASPO ValuePoint 7-15-70-34-003 / WN03AGW
Contract Code	WN03AGW

Shipping Info

Tyson Sanchez
839 4th St
Eureka, CA 95501-0515
(707) 445-7556

eQuote Summary

Description	Quantity	Unit Price	Subtotal
Dell 43 Ultra HD 4K Multi Client Monitor - P4317Q	1	\$1,152.35	\$1,152.35
APC Back-UPS 425VA UPS Battery Backup (BE425M)	1	\$44.99	\$44.99

Optiplex 5050 SFF	1	\$909.35	\$909.35
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eQuote Subtotal	\$2,106.69
Shipping*	\$0.00
Shipping Discount*	\$0.00
Tax*	\$159.13
Environmental Disposal Fee*	\$7.00

eQuote Total* \$2,272.82

*The eQuote total, including applicable taxes and additional fees, may be viewable online.

eQuote Details

Description	Quantity	Price
Dell 43 Ultra HD 4K Multi Client Monitor - P4317Q Sku [210-AHSQ]	1	\$1,152.35
APC Back-UPS 425VA UPS Battery Backup (BE425M) Sku [A9503792]	1	\$44.99
s013o5050sffusr Optiplex 5050 SFF	1	\$909.35

Module	Description	Product Code	Sku	ID
OptiPlex 5050 SFF	OptiPlex 5050 SFF BTX	5050SB	[210-AKJC]	1
Processor	Intel® Core™ i5-7500 (QC/6MB/4T/3.4GHz/65W); supports Windows 10/Linux	JDCG5	[338-BKYY]	146
Operating System(s)	Windows 10 Pro 64bit English, French, Spanish	10P64M	[619-AHKN]	11
Microsoft Application Software	Microsoft Office 30 Day Trial	16MUI	[658-BCSB]	1002
Memory	8GB DDR4 (2x4G)	8G2DR4	[370-ADJQ]	3
Hard Drive	3.5 inch 500GB 7200rpm Hard Disk Drive	500S372	[400-ANPL]	8
Stands and Mounts	No Integrated Stand option	NOSTND	[575-BBBI]	558
Additional Hard Drive	No Additional Hard Drive	NADDHD	[401-AANH]	637
Video Card	AMD Radeon R5 430, 2GB, (DP/SL-DVI-I)	R5430UL	[490-BDIP]	6

CD ROM/DVD ROM	8x DVD+/-RW 9.5mm Optical Disk Drive	8DVDRW	[325-BBRJ] [429-AAJV]	16
Media Card Reader	No Media Card Reader Selected	NMCR	[385-BBCR]	10
Wireless Driver	NO-WIRELESS	NOWRLS	[555-BBFO]	19
Serial Port/PS2 Adapter	No Accessories	NOACC	[555-BBFO]	7
Chassis Options	OptiPlex 5050 SFF PSU (Bronze)	SFBRNZ	[461-AABV]	698
Cables and Dongles	NO ADAPTER	NOADPTR	[329-BDIO]	116
Keyboard	Dell KB216 Wired Keyboard English Black	US216B	[470-AAJL]	592
Mouse	Dell MS116 Wired Mouse Black	MS116B	[580-ADJC]	4
Systems Management	Intel® Standard Manageability	STDMGMT	[275-BBBW]	12
Non-Microsoft Application Software	Windows 10	WIN10	[631-ABFC] [525-BBCL] [640-BBLW] [658-BBMR] [658-BBRB] [658-BCUV]	49 1003
Operating System Recovery Options	OS-Windows Media Not Included	NOMEDIA	[620-AALW]	200013
E-Star	E-Star 6.1 & TCO 5.0 Driver, Service Install Module	ESTAR	[387-BBLW]	122
Dell Encryption and Threat Prevention	DDPE Personal Edition License + ProSupport for Software 1 Year	PDPE1Y	[421-9984] [954-3455]	593
Hard Drive Cables and Brackets	3.5 Inch Caddy	35BRKT	[575-BBKX]	705
Chassis Intrusion Switch	Chassis Intrusion Switch	NTRSN	[461-AAEE]	289
Power Cord	System Power Cord (English)	US125V	[450-AAOJ]	20
Documentation/Disks	Safety/Environment and Regulatory Guide (English/French Multi-language)	EFD0C	[340-AGIK]	21
Diagnostic CD / Diskette	No Diagnostic/Recovery CD media	NORDVD	[340-ABJI]	50
Placemat	Documentation, English, French, Dell OptiPlex 5050	DOCENFR	[340-BKFG]	60
Canada Ship Options	US No Canada Ship Charge	USNONE	[332-1286]	111
TPM Security	Trusted Platform Module (TPM Enabled)	TPM	[329-BBJL]	297
Hard Drive Software	NO INTEL RESPONSIVE	NOINTR	[551-BBBJ]	707
UPC Label	Print on Demand Label	POD	[389-BDQH]	292
Processor Branding	LABEL,INTELL,C15,6,SML	KC15SML	[389-BLSV]	749
Regulatory Label	Regulatory Label	EPAMEX	[389-BRLN]	676
Packaging	Ship Material for Opti 5050 SFF	SHPDAO	[340-BKFK] [389-BBUU]	465
External Speakers	No External Speaker	NOESPK	[817-BBBC]	200095
Transportation from ODM to region	BTS/BTP Shipment	BTS	[800-BBIP]	200080
Optical Software	Cyberlink Media Suite Essentials for Windows 10 and DVD drive (without Media)	CW8DN	[658-BBTV]	597
CompuTrace Offerings + Stoptrack Label	No Computrace	NCTRACE	[461-AABF]	697
FGA Module	5050SFF_1H18_016/US/BTS	FG0024	[998-CMJJ]	572
Service	5 Years ProSupport with Next Business Day Onsite Service	PN5	[804-9043] [804-9052] [804-9072] [989-3449]	29

eQuote Subtotal	\$2,106.69
Shipping*	\$0.00
Shipping Discount*	\$0.00
Tax*	\$159.13
Environmental Disposal Fee*	\$7.00

eQuote Total*

\$2,272.82

*The eQuote total, including applicable taxes and additional fees, may be viewable online.

Let's connect.



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