



City of Culver City

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Staff Report

File #: 23-259, **Version:** 1

Item #: C-4.

CC - CONSENT ITEM: (1) Approval of an Agreement with Konica Minolta for Digitalization of Property Building Records and Final Building Plans in an Amount Not-To-Exceed \$129,000 Plus 5% Contingency; and (2) Authorization to the City Manager to Approve Four, One-Year Renewals for On-Going Digitalization Services Not-To-Exceed \$25,000 Plus 5% Contingency Annually.

Meeting Date: October 24, 2022

Contact Person/Dept.: Tim Koutsouros/Planning and Development Services Department

Phone Number: (310) 253-5802

Fiscal Impact: Yes No

General Fund: Yes No

Attachments: Yes No

Commission Action Required: Yes No

Public Notification: (E-Mail) Meetings and Agendas - City Council (10/19/2022)

Department Approval: Jesse Mays, Assistant City Manager (09/30/2022)

RECOMMENDATION

Staff recommends the City Council (1) approve an agreement with Konica Minolta for digitalization of property building records and final building plans in an amount not-to-exceed \$129,000 plus 5% contingency; and (2) authorize the City Manager to approve four, one-year renewals for on-going scanning services not-to-exceed \$25,000 plus 5% contingency annually.

BACKGROUND/DISCUSSION

In Fiscal Year 2021/2022, digitization phase one commenced with Konica Minolta providing services for the digitization of final building plans. Phase one is halfway complete, and the project needs to be carried over to Fiscal Year 2022/2023. During the duration of phase one, additional construction projects were completed, adding their final building records to the documents that need to be digitalized increasing the quantity. It is anticipated that annually as projects are completed their records will need to be digitalized. Phase two of the project is the digitization of property building

records.

Culver City Municipal Code Section 3.07.055.G exempts these additional bidding requirements where competitive bid procedures have already been utilized by the City, public agency or joint power agency and the good or supplies are supplied to the City at the same or better price. Konica Minolta has a current contract with the City, this procurement meets this requirement.

Staff is recommending the City Council approve an agreement with Konica Minolta in an amount not-to-exceed \$129,000 plus 5% contingency for a term from October 2022 to June 2023 with four, one-year extensions for amounts not-to-exceed \$25,000 annually.

FISCAL ANALYSIS

There is an operating budget carryover request from Fiscal Year 2021/2022 to Fiscal Year 2022/2023 in the amount of \$28,098 from Building Safety - Other Contractual Services (Account #41250150.619800). In addition, the Adopted Budget for Fiscal Year 2022/2023 includes an approved one-time enhancement of \$75,000 for the digitization of property building records and an ongoing enhancement of \$25,000 for the digitization of final building plans in Building Safety - Other Contractual Services (Account #10150150.619800). Account #10150150.619800 contains additional funds that are available for this purpose. These funds are sufficient to cover the cost of the first year of the procurement. The \$25,000 ongoing enhancement will cover the digitization costs in the future years of the agreement.

ATTACHMENTS

None.

MOTIONS

That the City Council:

1. Approval of an agreement with Konica Minolta for digitalization of property building records and final building plans in an amount no-to-exceed \$129,000 plus 5% contingency;
2. Authorize the City Manager to approve four, one-year renewals for on-going amounts not-to-exceed \$25,000 plus 5% contingency, annually;
3. Authorize the City Attorney to review/prepare the necessary documents; and
4. Authorize the City Manager to execute such documents on behalf of the City.