

REPORT TO CITY COUNCIL

DATE: JUNE 22, 2016
TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL
FROM: GREG RAMIREZ, CITY MANAGER JK
BY: KIMBERLY M. RODRIGUES, CITY CLERK KR
SUBJECT: APPROVE FIRST AMENDMENT TO AGREEMENT FOR CONSULTANT SERVICES, WITH ECS IMAGING, INC., FOR ELECTRONIC DOCUMENT IMAGING (SCANNING) AND INDEXING SERVICES

On May 13, 2015, the City Council approved the award of an Agreement for Consultant Services, with ECS Imaging, Inc., for Electronic Document Imaging (Scanning) and Indexing Services. The agreement is set to expire on June 30, 2016.

The terms of the agreement allow for the City, at its option, to extend the agreement for up to two additional terms of one year upon providing written notice of its intent to the consultant, not less than thirty (30) days prior to the expiration of the initial term. Such extension shall be at the same price and conditions as set forth within the original agreement.

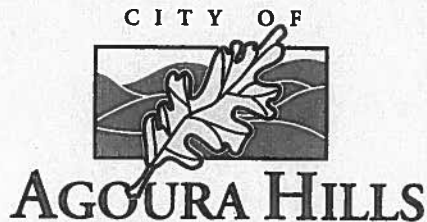
The City forwarded a formal letter of intent to the consultant, ECS Imaging, Inc., on May 13, 2016, to extend the Agreement for another term, ending June 30, 2017. ECS Imaging, Inc., was in accord with the extension, at the same price and conditions, and returned the signed letter of intent.

The proposed amendment has been reviewed by the City Attorney and approved as to form.

RECOMMENDATION

Staff respectfully recommends the City Council approve the First Amendment to Agreement for Consultant Services, with ECS Imaging, Inc., to extend the Agreement for Electronic Document Imaging (Scanning) and Indexing Services to another term, ending June 30, 2017, in the amount of \$40,000.

Attachment: Letter of Intent dated May 13, 2016
First Amendment to Agreement for Consultant Services



"Gateway to the Santa Monica Mountains National Recreation Area"

May 13, 2016

ECS Imaging, Inc.
Attn: Debbi Bodewin, EVP
5905 Brockton Avenue, Suite C
Riverside, CA 92508

Subject: Extension of Consultant Services Agreement

The *Agreement for Consultant Services*, for Electronic Document Imaging Scanning and Indexing Services, is set to expire June 30, 2016.

As per the terms of the agreement: *"The City may, at its option, extend this Agreement up to two additional terms of one year upon providing written notice of its intent to extend this Agreement to the Consultant not less than thirty (30) days prior to the expiration of the Initial Term. Such extension shall be at the same price and conditions as set forth herein."*

This letter serves as the City's formal written notice of its intent to extend the Agreement for another term to June 30, 2017. If you are in accord with this extension, please sign and return this cover letter with the enclosed amendment.

Enclosed, please find the *First Amendment to Agreement* for your signature. Please return the amendment, along with the appropriate certificates of insurance, on or before May 27, 2016, so that we may formally present it to the City Council for approval. Once approved, a fully executed copy will be returned to you for your files.

Should you have any questions regarding this agreement, please contact me at (818) 597-7303. We look forward to your continued service with the City of Agoura Hills!

Sincerely,

Kimberly M. Rodrigues, MPPA, MMC
City Clerk

Enclosures

(In accord with the extension)

Debbi Bodewin, ECS Imaging, Inc.

Dated: 5-17-16

FOR CONSULTANT SERVICES
WITH THE CITY OF AGOURA HILLS

NAME OF CONSULTANT: ECS Imaging, Inc.

RESPONSIBLE PRINCIPAL OF CONSULTANT: Attn: Debbi Bodewin, EVP

CONSULTANT'S ADDRESS: 5905 Brockton Avenue
Suite C
Riverside, CA 92508

CITY'S ADDRESS: City of Agoura Hills
30001 Ladyface Court
Agoura Hills, CA 91301
Attn: City Manager

PREPARED BY: Kimberly M. Rodrigues

COMMENCEMENT DATE: July 1, 2016

TERMINATION DATE: June 30, 2017

CONSIDERATION: Extend Contract for One Year
per Original Agreement

Total Contract Price
Not to Exceed: \$40,000/yr

**FIRST AMENDMENT TO AGREEMENT FOR CONSULTANT SERVICES
BETWEEN THE CITY OF AGOURA HILLS AND ECS IMAGING, INC.**

THIS FIRST AMENDMENT is made and entered into as of June 8, 2016, by and between the City of Agoura Hills, a municipal corporation (hereinafter referred to as "City"), and ECS Imaging, Inc., (hereinafter referred to as "Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. This Amendment is made with the respect to the following facts and purposes:

a. On May 14, 2015, the City and Consultant entered into that certain Agreement entitled "Agreement for Consultant Services" for Electronic Document Imaging (Scanning) and Indexing Services, in the amount of Forty Thousand Dollars and Zero Cents (\$40,000), with a termination date of June 30, 2016.

b. The agreement allows for extending the agreement (up to two additional terms of one year), and such extension shall be at the same price and conditions set forth in the original agreement.

c. The parties now desire to extend the term of the Agreement to June 30, 2017, in the amount of Forty Thousand Dollars and Zero Cents (\$40,000), and to amend the Agreement as set forth in this Amendment.

2. Section 1 of the Agreement entitled "**TERM**" is hereby amended to read as follows:

"This Agreement shall remain and continue in effect until tasks herein are completed, but in no event later than June 30, 2017, unless sooner terminated pursuant to the provisions of this Agreement."

3. Section 4 of the Agreement entitled "**PAYMENT**" at paragraph "A" is hereby amended to read as follows:

"The City agrees to pay Consultant monthly, in accordance with the payment rates and schedules and terms as set forth in Exhibit B, Payment Rates and Schedule, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. Any terms in Exhibit B, other than the payment rates and schedule of payment, are null and void. This First Amendment amount shall not exceed Forty Thousand Dollars and Zero Cents (\$40,000) for the 2016-2017 year."

4. Except for the changes specifically set forth herein, all other terms and conditions of the Agreement shall remain in full force and effect, including Attachment A (Scope of Services) and Exhibit B (Payment Rates and Schedule), hereby incorporated by reference.

IN WITNESS WHEREOF, the parties hereto have caused this First Amendment to Agreement to be executed the day and year first above written.

CITY OF AGOURA HILLS

CONSULTANT

Harry Schwarz,
Mayor

ECS Imaging, Inc.
Attn: Debbi Bodewin, EVP
5905 Brockton Avenue, Suite C
Riverside, CA 92506
(951) 787-8768, x109

ATTEST:

By: James F. Pappas

Print Name: James F. Pappas

Title: CEO/CFO

Kimberly M. Rodrigues, MMC
City Clerk
Date Approved by City Council _____
APPROVED AS TO FORM:

By: Debby Bodewin

Print Name: DEBBI BODEWIN

Title: Executive VP, Secretary

Candice K. Lee,
City Attorney

[Signatures of Two Corporate Officers Required]

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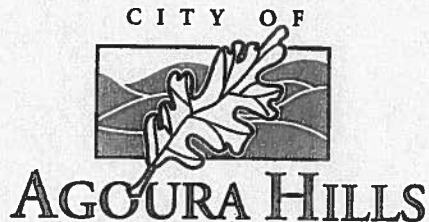
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