



REPORT TO CITY COUNCIL

DATE: MAY 24, 2017

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER 

BY: KIMBERLY M. RODRIGUES, CITY CLERK 

SUBJECT: APPROVE SECOND AMENDMENT TO AGREEMENT FOR CONSULTANT SERVICES, WITH ECS IMAGING, INC., FOR ELECTRONIC DOCUMENT IMAGING (SCANNING) AND INDEXING SERVICES

On June 30, 2016, the City Council approved the First Amendment to the Agreement for Consultant Services, with ECS Imaging, Inc., for Electronic Document Imaging (Scanning) and Indexing Services. The amendment is set to expire on June 30, 2017.

The terms of the original agreement allow for the City, at its option, to extend the agreement 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 consultant 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 April 3, 2017, to extend the Agreement for another term, ending June 30, 2018. ECS Imaging, Inc., was in accord with the extension, at the same Consultant prices and conditions, and returned the signed letter of intent.

In addition, the scope of services of the RFQ/P allows for the City to increase or decrease the budgeted amount for the additional periods and the agreement has been increased by \$10,000, for a total of \$50,000 for the 2017-2018 period.

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

RECOMMENDATION

Staff respectfully recommends the City Council approve the Second 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, 2018, in the amount of \$50,000.

Attachment: Letter of Intent dated April 3, 2017
Second Amendment to Agreement for Consultant Services



"Gateway to the Santa Monica Mountains National Recreation Area"

April 3, 2017

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, 2017.

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, 2018. If you are in accord with this extension, please sign and return this cover letter with the enclosed amendment.

Enclosed, please find the *Second Amendment to Agreement* for your signature. Please return the amendment, along with the appropriate certificates of insurance, on or before May 22, 2017, 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,

(In accord with the extension)



Kimberly M. Rodrigues, MPPA, MMC
City Clerk



Debbi Bodewin, ECS Imaging, Inc.

Dated: 4-12-17

Enclosures

**SECOND AMENDMENT TO AGREEMENT
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, 2017
TERMINATION DATE:	June 30, 2018
CONSIDERATION:	Extend Contract for One Year per Original Agreement
	Total Contract Price Not to Exceed: \$50,000/yr

**SECOND AMENDMENT TO AGREEMENT BETWEEN
CITY OF AGOURA HILLS AND ECS IMAGING, INC.**

Electronic Document Imaging (Scanning) and Indexing Services

THIS SECOND AMENDMENT is made and entered into as of May 24, 2017, 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 and the first extension was entered into, at the same price and conditions set forth in the original agreement, in the amount of Forty Thousand Dollars and Zero Cents (\$40,000), with a termination date of June 30, 2017.

c. The parties now desire to extend the term of the Agreement, for a second extension, to June 30, 2018, at the same Consultant price and conditions set forth in the original agreement, with an increase of \$10,000 for additional scanning services, in the amount of Fifty Thousand Dollars and Zero Cents (\$50,000), 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, 2018, 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 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. The Second Amendment amount shall not exceed Fifty Thousand Dollars and Zero Cents (\$50,000), for the 2017-2018 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 Second Amendment to Agreement to be executed the day and year first above written.

CITY OF AGOURA HILLS

Denis Weber,
Mayor

ATTEST:

Kimberly M. Rodrigues, MMC
City Clerk
Date Approved by City Council _____

APPROVED AS TO FORM: _____

Candice K. Lee,
City Attorney

CONSULTANT

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

By: _____

Print Name: James F. Pappas

Title: CEO/CFO

By: _____

Print Name: DEBBI BODEWIN

Title: Exec. VP / SECRETARY

[Signatures of Two Corporate Officers Required]