

REPORT TO CITY COUNCIL

DATE: JUNE 28, 2023

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: NATHAN HAMBURGER, CITY MANAGER

BY: KIMBERLY M. RODRIGUES, CITY CLERK

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

During the COVID-19 pandemic, and the closure of City facilities to the public, the City's outsourced scanning project was placed on hold.

When City Hall reopened to the public, staff was optimistic that scanning services would resume and an amendment to extend the agreement to June 30, 2023, to continue with the scanning services, was approved by the City Council on June 22, 2022.

The goal of completing the offsite scanning is near conclusion and the City is now requesting one last extension to meet the offsite scanning goal.

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. As part of the negotiation with ECS Imaging, Inc., in May 2023, the consultant agreed to extend the term of the agreement to June 30, 2024.

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

RECOMMENDATION

Staff respectfully recommends the City Council approve the Eighth Amendment to the 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, 2024, and conclude the offsite scanning project.

Attachment: Letter of Intent dated May 24, 2023
Eighth Amendment to Agreement for Consultant Services



"Gateway to the Santa Monica Mountains National Recreation Area"

May 24, 2023

ECS Imaging, Inc.
Attn: Debbi Bodewin
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, 2023.

As per the terms of the agreement, the City may, at its option, extend the agreement an additional term of one year upon providing written notice of its intent to extend not less than thirty (30) days prior to the termination date. Such extension shall be in accordance with the same service rates and conditions, as set forth in the agreement.

This letter serves as the City's formal written notice of its intent to extend the Agreement for another term, to June 30, 2024. If you are in accord with this extension, please sign and return this cover letter with the enclosed amendment.

Enclosed, please find the *Eighth Amendment to Agreement* for your signature. Please return the enclosed amendment, along with the appropriate certificates of insurance and endorsement, on or before June 16, 2023, so that we may formally present the item to the City Council for approval. Once approved, a fully executed conformed 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

Enclosures

DocuSigned by:

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Debbi Bodewin, ECS Imaging, Inc.

Dated: 6/13/2023

EIGHTH 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
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, 2023
TERMINATION DATE:	June 30, 2024
CONSIDERATION:	Extend Contract for One Year per Original Agreement Amendment Amount: Not to Exceed \$25,000/yr Total Contract To-Date: \$260,000

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

Electronic Document Imaging (Scanning) and Indexing Services

THIS EIGHTH AMENDMENT is made and entered into as of June 28, 2023, 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 Amendment (\$40,000) was entered into, at the same Consultant price and conditions set forth in the original agreement, with a termination date of June 30, 2017, for a total contract amount of Eighty Thousand Dollars and Zero Cents (\$80,000).

c. The Second Amendment (\$50,000) was entered into, at the same Consultant price and conditions set forth in the original agreement, with a termination date of June 30, 2018, for a total contract amount of One Hundred Thirty Thousand Dollars and Zero Cents (\$130,000).

d. The Third Amendment (\$50,000) was entered into, at the same Consultant price and conditions set forth in the original agreement, with a termination date of June 30, 2019, for a total contract amount of One Hundred Eighty Thousand Dollars and Zero Cents (\$180,000).

e. The Fourth Amendment (\$50,000) was entered into, at the same Consultant price and conditions set forth in the original agreement, with a termination date of June 30, 2020, for a total contract amount of Two Hundred Thirty Thousand Dollars and Zero Cents (\$230,000).

f. The Fifth Amendment (\$25,000) was entered into, at the same Consultant price and conditions set forth in the original agreement, with a termination date of June 30, 2021, for a total contract amount of Two Hundred Fifty-Five Thousand Dollars and Zero Cents (\$255,000), however, due to the COVID-19 pandemic, City Hall was closed to the public during this time period and no scanning services were utilized nor was any of the appropriated \$25,000 in the budget expended.

g. The Sixth Amendment was entered into, with the re-opening of City Hall in June 2021, to extend the term of the Agreement to June 30, 2022, to complete the scanning services, at the same Consultant price and conditions set forth in the original agreement. However, due to the COVID-19 pandemic, limited scanning services were utilized and only a small portion of the appropriated \$25,000 in the budget was expended.

h. With the full re-opening of City Hall, the Seventh Amendment was entered into to extend the term of the Agreement to June 30, 2023, to complete the scanning services, at the same Consultant price and conditions set forth in the original agreement. However, due to the continued ongoing COVID-19 pandemic, limited scanning services were utilized and only a small portion of the appropriated \$25,000 in the budget was expended.

i. With the intention of completing the last portion of the offsite scanning project, the parties now desire to enter into an Eighth Amendment to the Agreement to **extend the term of the Agreement to June 30, 2024**, to complete the scanning services, at the same Consultant price and conditions set forth in the original agreement, and to amend the Agreement as set forth in the Amendment.

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, 2024, unless sooner terminated pursuant to the provisions of this Agreement."

2. 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 Schedules), hereby incorporated by reference.

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

CITY OF AGOURA HILLS

CONSULTANT

Chris Anstead,
Mayor

ECS Imaging, Inc.
Attn: Debbi Bodewin
5905 Brockton Avenue, Suite C
Riverside, CA 92506
(951) 787-8768, x1109

ATTEST:

By: Debbi Bodewin
DocuSigned by:
16AF0F2E6DDF45D...

Print Name: Debbi Bodewin

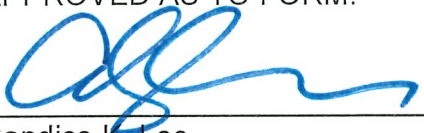
Kimberly M. Rodrigues, MMC
City Clerk
Date Approved by City Council _____

Title: CEO
By: Will Wolfe
DocuSigned by:
E887FE5B041B496...

Print Name: Will Wolfe

APPROVED AS TO FORM:

Title: CFO



Candice K. Lee,
City Attorney

[Signatures of Two Corporate Officers Required]