



CITY OF LONG BEACH

DEPARTMENT OF PUBLIC WORKS

C-23

333 WEST OCEAN BOULEVARD • LONG BEACH, CA 90802 • (562) 570-6383 • FAX (562) 570-6012

September 22, 2009

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Authorize the City Manager to extend and execute an amendment to Contract No. 29707 with Tajann Corporation for as-needed scanning services for an additional one-year term and to increase the contract authority for Tajann Corporation by \$50,000. (Citywide)

DISCUSSION

On June 13, 2006, City Council approved a competitively bid contract with Tajann Corporation to provide as-needed scanning services to preserve and catalog for efficient retrieval of vital records in the Public Works Department (Exhibit A). Such records include an extensive collection of original drawings, engineering documents, maps, aperture cards, microfilm and bound survey books that are located in the basement of City Hall. Many of these documents have begun to deteriorate due to age and use. Given the extensive knowledge of City records that Tajann has accumulated over the course of the project and the indexing system Tajann developed to accommodate the archiving of those records, staff proposes to extend the term of Tanjann's contract for one additional year and increase contract authority by \$50,000 in order to complete the project. Tanjann's original contract was approved for a one-year term with two one-year renewal options. The vendor has agreed to maintain the process quoted in 2006 for this work.

This matter was reviewed by Deputy City Attorney Linda Trang on August 26, 2009 and by Budget and Performance Management Bureau Manager David Wodynski on September 1, 2009.

TIMING CONSIDERATIONS

Council action on this matter is requested on September 22, 2009, to continue scanning services.

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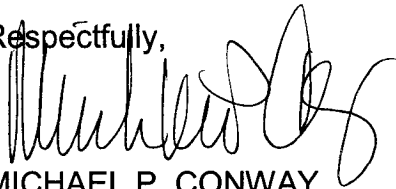
FISCAL IMPACT

Sufficient funds to cover the cost of these services are budgeted in various projects in the Gas Tax Street Improvement Fund (SR 181) in the Department of Public Works (PW). The funding sources are previously appropriated FY 06 Gas Tax.

SUGGESTED ACTION:

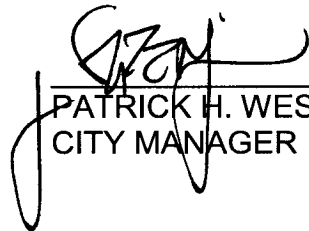
Approve recommendation.

Respectfully,



MICHAEL P. CONWAY
DIRECTOR OF PUBLIC WORKS

APPROVED:



PATRICK H. WEST
CITY MANAGER

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PVCL\Tajann Corp CL.doc

Exhibit A



CITY OF LONG BEACH

DEPARTMENT OF PUBLIC WORKS

333 West Ocean Boulevard • Long Beach, CA 90802

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EXHIBIT A

June 13, 2006

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Authorize the City Manager to award a contract to Tajann Engineering and Construction, Inc., for the Annual Contract for As-Needed Scanning Services, in an amount not to exceed \$250,000, for a one-year term; and to execute amendments to the agreements, relative to the extension of the term for up to two, one-year terms, authorize additional services, if required, within the provisions of the agreement and adjust the fee schedule of hourly and line-item rates for inflation. (Citywide)

DISCUSSION

The Department of Public Works has an extensive collection of drawings, engineering documents, maps, aperture cards, microfilm and bound survey books that are located at City Hall. Many of these documents are beginning to deteriorate due to age and use. In order to preserve these vital records and to more efficiently access them, Public Works sought to engage the services of a firm to provide as-needed scanning services and record management through an open, competitive bid. These files will be made available to staff in order to assist with expediting research that is vital to the development process of capital improvement projects.

City Council award of the contract to the lowest responsible bidder is being recommended to expedite scanning implementation. The project was advertised for bids on March 10, 2006, and bids were opened on April 7, 2006. There were thirteen bids received: two Long Beach businesses, three minority-owned businesses and four women-owned businesses.

This matter was reviewed by Senior Deputy City Attorney Donna F. Gwin on May 31, 2006, and Budget Management Officer David Wodynski on June 2, 2006.

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HONORABLE MAYOR AND CITY COUNCIL

June 13, 2006

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TIMING CONSIDERATIONS

City Council action on this matter is requested on June 13, 2006, to authorize commencement of this contract.

FISCAL IMPACT

The contract award is for an estimated amount of \$250,000 with a term of one year with two one-year options. Sufficient funds to cover these costs are budgeted in various projects in the Capital Projects Fund (CP) in the Department of Public Works (PW).

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

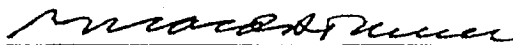


CHRISTINE F. ANDERSEN
DIRECTOR OF PUBLIC WORKS

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APPROVED:



GERALD R. MILLER
CITY MANAGER