



# Agenda Report

June 17, 2024

**TO:** Honorable Mayor and City Council  
**FROM:** Department of the City Clerk  
**SUBJECT:** **AUTHORIZE THE CITY MANAGER TO ENTER INTO A CITYWIDE CONTRACT WITH MATRIX IMAGING PRODUCTS, INC., TO PROVIDE DOCUMENT DIGITIZING AND SCANNING SERVICES FOR CITY RECORDS FOR AN AMOUNT NOT-TO-EXCEED \$308,000 FOR A TWO-YEAR PERIOD; WITH TWO OPTIONAL ONE-YEAR EXTENSIONS IN THE AMOUNT OF \$154,000 FOR EACH YEAR, FOR A TOTAL FOUR-YEAR CONTRACT AMOUNT NOT-TO-EXCEED \$616,000, OR FOUR YEARS WHICHEVER OCCURS FIRST**

**RECOMMENDATION:** It is recommended that the City Council:

1. Find that the proposed contract is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3); the "Common-Sense" exemption that CEQA only applies to projects that may have an effect on the environment; and
2. Authorize the City Manager to enter into a citywide contract with Matrix Imaging Products, Inc., as a result of a competitive selection process pursuant to Pasadena Municipal Code, Section 4.08.047, to provide document digitizing and scanning services for City records for multiple City departments, in an amount not-to-exceed \$308,000 for a two-year period; with two one-year optional extensions of \$154,000 each year, for a total contract not-to-exceed amount of \$616,000, or four years, whichever occurs first. Competitive bidding is not required pursuant to the City Charter Section 1002 (F), contracts for professional or unique services.

**BACKGROUND:**

Previously, a number of City departments were utilizing individual purchase orders with multiple vendors to contract for document scanning, imaging, and digitizing services. Then in 2017, in consultation with the Finance Department and City departments seeking such services, the City Clerk's Office coordinated an effort to consolidate all City digitizing and scanning work under one vendor contract (for efficiency purposes and as a cost saving-strategy). Acting in the capacity of the City's Records Administrator, the City Clerk's Office issued a Request for Proposals (RFP) for scanning and digitizing services as part of a competitive selection process.

As a valuable aspect of the City Clerk's primary functions to preserve the integrity of City records, records conversion provides several benefits to the City and its departments: it preserves important documents (paper documents age and degrade over time), provides savings in terms of costs for storage and space, and allows for quick electronic access to documents and records stored in the City's virtual records center. The work is essential to an organization whose records span 18 City departments and decades of public service.

Following the City's RFP process, on May 14, 2018, the City Clerk's Office recommended, and the City Council approved, a contract with Matrix Imaging Products, Inc. (Matrix), to provide the first citywide document conversion and scanning services contract to serve the imaging needs of a number of City departments.

At the start of 2023, the City Clerk's Office engaged in a similar RFP process, seeking vendors to continue the City's records conversion and citywide scanning work. The process produced 7 proposals, which staff determined to be responsive. On June 12, 2023, the City Clerk's Office recommended, and the City Council approved, a contract with URM Technologies. The work by URM started in the summer/fall period of 2023. On April 30, 2024, the contract was terminated for convenience (allowed under the terms of the contract).

The need for citywide scanning and records conversion services for various City departments is ongoing. Therefore, City staff have decided to proceed with the next highest rated vendor to complete the required scope of work as detailed in the 2023 RFP process. In consultation with the Purchasing staff and the City Attorney's Office, and in compliance with existing City policies and procedures, staff contacted Matrix Imaging Products, Inc. (the second highest rated vendor), and has confirmed that Matrix will honor their pricing and services proposal submitted in their 2023 RFP response to the City. In addition to being the second highest rated vendor, Matrix has the added benefit of already demonstrating their ability to successfully work with the City to provide the requested services, having performed similar services under the prior digitizing and scanning services contract period from 2018 to 2023.

In consideration of the City's scoring of proposals in the 2023 RFP process, the current imaging needs, prior work history, product, and performance with the City, and willingness to honor the pricing and services submitted in their 2023 proposal, Matrix Imaging Products, Inc., is recommended for award of the proposed contract by City staff. The recommended contract award will provide digitizing, imaging, and records conversion services for the next two years, with two optional one-year renewals, to address project needs that will extend to a total of four years, assuming the two one-year renewals are utilized.

**COUNCIL POLICY CONSIDERATION:**

This action supports the City Council's strategic goal to maintain fiscal responsibility and stability, and increase conservation and sustainability.

**FISCAL IMPACT:**

The cost for the proposed action to approve the staff recommendation is an amount not-to-exceed a total of \$616,000 over four years, whichever occurs first. The available funds to be spent under this contract will come from the adopted budget allocations of various City departments seeking scanning and digitizing services. Future expenditures will only occur if a department has identified a need and has allocated the necessary funds in their budget to support the cost of their scanning and digitizing project. No additional funding allocation is sought as part of this proposed contract authorization.

Respectfully submitted,

  
\_\_\_\_\_  
MARK JOMSKY  
City Clerk

Prepared by:

  
\_\_\_\_\_  
MARTHA AVILA  
Acting Management Analyst III

Approved by:

  
\_\_\_\_\_  
MIGUEL MARQUEZ  
City Manager

Attachment A – TPA form for Matrix Imaging Products, Inc.

Attachment B – TPA Forms for non-selected vendors