



staff report

TO: Honorable Mayor and Members of the City Council

ATTENTION: Jeffrey L. Stewart, City Manager

FROM: Art Bashmakian, Director of Planning and Building Services
Justin Tamayo, Assistant Planner

SUBJECT: Consideration and possible action to authorize the City Manager to execute Amendment No. 4 to Agreement File No. 430, in a form approved by the City Attorney, with Accuflex, Inc., to extend the term and establish provisions regarding amendments to the Agreement.

DATE: June 13, 2016

EXECUTIVE SUMMARY

On June 26, 2006, the City entered into an agreement with Accuflex, Inc., for document scanning services. On June 30, 2007, the Agreement was amended (Amendment No. 2) to establish June 30, 2011, as the end-date to the contract. On November 28, 2011, the agreement was amended (Amendment No. 3) to extend the contract until June 30, 2016. The purpose of this Amendment is to extend the contract until December 31, 2016, and to establish provisions regarding amendments to the agreement.

RECOMMENDATION TO CITY COUNCIL

- 1) Authorize the City Manager to execute Amendment No. 4 to Agreement File No. 430 in a form approved by the City Attorney; or
- 2) Alternatively, discuss and take other action related to this item.

FISCAL IMPACT

Scanning services have been budgeted in the City's FY 2015-2017 Operating Budget.

DISCUSSION

The City has successfully used the Agreement with Accuflex, Inc., for assistance in scanning City documents. On June 26, 2006, the City entered into an agreement with Accuflex, Inc., for document scanning services. On February 22, 2007, Agreement File No. 430 was amended (Amendment No. 1) to add new line items for "color/grey scale scanning size," "duplicating large format," and "post scanning process." On June 30, 2007, Agreement File No. 430 was amended (Amendment No. 2) to establish an end date for the contract, ending June 30, 2011. On November 28, 2011, Agreement File No. 430 was amended (Amendment No. 3) to extend the contract until June 30, 2016, and to reflect an increase in the pricing of services.

The proposed amendment includes adding a provision to the existing agreement to address future amendments. In addition, the amendment is requested in order to ensure there is no time lapse in the scanning of documents while Staff prepares a Request for Proposals (RFP) for document scanning services. With the exception of the proposed amendments, all other terms and conditions of Agreement File No. 430 remain the same, including pricing.

ATTACHMENT

Amendment No. 4 to Agreement File No. 430.....3

**AMENDMENT NO. 4 TO
AGREEMENT FILE NO. 430 BETWEEN
THE CITY OF BELLFLOWER AND
ACCUFLEX, INC.
FOR DOCUMENT SCANNING SERVICES**

THIS AMENDMENT NO. 4 (“Amendment”) is made and entered into this 13th day of June 2016 by and between the CITY OF BELLFLOWER, a general law city and municipal corporation existing under the laws of California (“CITY”), and Accuflex, Inc., a California Corporation (“CONSULTANT”).

Section 1. Pursuant to Section 1 (Term) and Section 24 (Authority to Execute This Agreement) of the Amended Agreement (“Agreement”), the term and Authority of the agreement pursuant to the Agreement is amended as follows:

1. Term

“This Agreement commences June 26, 2006, and remains in effect until December 31, 2016, unless earlier terminated.”

24. Authority/Modification

“The Parties represent and warrant that all necessary action has been taken by the Parties to authorize the undersigned to execute this Agreement and to engage in the actions described herein. This Agreement may be modified by written amendment. CITY’s Manager, or designee, may execute any such amendment on behalf of CITY.”

Section 2. This Amendment may be executed in any number or counterparts, each of which will be an original, but all of which together constitutes one instrument executed on the same date.

Section 3. Except as modified by this Amendment and previous Amendments, all other terms and conditions of Agreement File No. 430 remain the same.

[SIGNATURES ON NEXT PAGE]

City of Bellflower
Agreement File No. 430 – Amendment No. 4
Accuflex, Inc.
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IN WITNESS WHEREOF the parties hereto have executed this contract the day and year first hereinabove written.

CITY OF BELLFLOWER,
a municipal corporation

Accuflex, Inc.
a California corporation

Jeffrey L. Stewart, City Manager

ATTEST:

Mayra Ochiqui, City Clerk

APPROVED AS TO FORM:

Karl H. Berger, City Attorney