WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: November 10, 2020

DATE: October 19, 2020

TO: Board of County Commissioners

FROM: Kalie M. Work, Washoe County Recorder
(775) 328-3664, kwork@washoecounty.us

THROUGH: Kalie M. Work

SUBJECT: Recommendation to approve a purchase order agreement with U.S. Imaging Inc., 400 S Franklin St. Saginaw, MI, 48607, in joinder with the Nye County agreement, for On-site Bound and Mechanical book scanning for an assortment of Land and Vital Records [cost estimated to be $500,000 in fiscal year 2021 carried forward from fiscal year 2020], utilizing the Recorder's Technology Fund. (All Commission Districts)

SUMMARY

Pursuant to NRS 332.195 *Joinder or mutual use of contracts by governmental entities,* Washoe County may join or use the contracts of local governments located within or outside this State with the authorization of the contracting vendor. The Washoe County Recorder's Office seeks to join in the Nye County agreement with U.S Imaging. This contract's terms are taken from U.S. Imaging's Bound and Mechanical Book and Newspaper Scanning Agreement with Nye County, dated March 11, 2019.

Department Strategic Objective supported by this item: Stewardship of our Community through Innovation, Security, and Accessibility

PREVIOUS ACTION

On 09/24/2019, the Board of County Commissioners approval of purchase order agreement with U.S. Imaging Inc. for fiscal year 2020.

On 10/03/2019, Joinder Agreement signed by Purchasing and Contracts Manager

AGENDA ITEM # _____

BACKGROUND

The Recorder's Office records, indexes, and permanently preserves a variety of public documents, such as real property records and marriage certificates. In August 1999, the Recorder's Office began preserving documents in digital format. However, documents recorded prior to 1999 were preserved on microfilm or in book format. Since 1999, the Recorder's Office has undertaken several projects to digitize previously recorded documents.

The purpose of this proposed project is to digitize many of the documents that were recorded prior to 1999. Specifically, this project will digitize and index all marriage certificates from 1965 to 1997 and all land records from 1862-1935. Digitization will preserve and, in some cases, improve the quality of the recorded images, as microfilm and paper degrade over time. Digitization will also make it much easier for the public to electronically search relevant records in the future.

FISCAL IMPACT

The Washoe County Recorder's Office will be utilizing the Recorder's Technology Fund, IN20014, for professional services / 710100 to fund this project. The fiscal impact of this project is estimated to be $500,000 for fiscal year 2021 carried forward from fiscal year 2020.

RECOMMENDATION

It is recommended that the Board of County Commissioners approve the purchase order agreement with U.S. Imaging Inc., 400 S Franklin St. Saginaw, MI, 48607, in joinder with the Nye County agreement, for On-site Bound and Mechanical book scanning for an assortment of Land and Vital Records [cost estimated to be $500,000 in fiscal year 2021 carried forward from fiscal year 2020], utilizing the Recorder's Technology Fund.

POSSIBLE MOTION

Should the Board agree with staff's recommendations, a possible motion would be:

"Move to approve the purchase order to U.S. Imaging, 400 S Franklin St. Saginaw, MI, 48607, in joinder with the Nye County agreement, for On-site Bound and Mechanical book scanning for an assortment of Land and Vital Records [cost estimated to be $500,000 in fiscal year 2021 carried forward from fiscal year 2020], utilizing the Recorder's Technology Fund."