



**Fremont City Council**

3300 Capitol Avenue  
Fremont, CA 94538

**SCHEDULED**

Meeting: 09/10/19 05:30 PM  
Div/Dept: Community Development  
Category: Agreements and Contracts

**STAFF REPORT (ID # 3866)**

Sponsors:  
DOC ID: 3866 A

**ON-CALL SCANNING SERVICES - Approve and Authorize the City Manager or His Designee to Execute Master Service Agreements with Hines EDM, Inc. and ImageNet, LLC. to Provide On-Call Scanning Services and Appropriate Funds**

**Contact Persons:**

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**Executive Summary:** Community Development is in the process of converting all of its paper documents to a digital format to be archived in the City’s document management system. To move this process along, a request for proposals (RFP) was circulated in November 2018, and two firms, Hines EDM, Inc. and ImageNet, LLC were determined well suited to provide on-call scanning services for the City.

Staff recommends City Council approve and authorize the City Manager or his designee to execute master service agreements with Hines EDM, Inc. and ImageNet, LLC to provide on-call scanning services, and appropriate \$500,000 for those services in the Development Cost Center Fund.

**DISCUSSION/ANALYSIS:** In November 2018, Community Development released an RFP on BidSync (City’s web based on-line bidding partner) for on-call scanning services. Eight (8) firms submitted proposals. All firms were determined qualified, but the top two firms made the short list for additional inquiry. After site visits and additional discussions with these firms, Hines EDM and ImageNet, staff found both had secure facilities, efficient scanning processes, including quality control and quality assurance review procedures, and positive references from other clients.

This paper to digital format conversion effort is one of a few of our ongoing efforts to become a paperless workplace. Other efforts include implementing electronic plan checking (expected to be operational by the end of 2019) and expanding Accela Citizen Access (on-line public portal to the permit system) to enable submittal of permit requests, including all required documentation, electronically.

**FISCAL IMPACT:** All applicants requesting planning and building services pay a fee that covers the cost of converting paper documents to a digital format for permanent storage in the City’s document retention system. Scanning of documents under these master service agreements will be funded in the Development Cost Center Building Fund (Fund 392) from fees paid by persons requesting planning land use and building development permits.

**ENVIRONMENTAL REVIEW:** Environmental review is not required as these master service agreements are not a project as described by California Environmental Quality Act (CEQA) Guideline Sections 15061(b)(3) and 15378(b). It can be seen with certainty that

there is no possibility that authorization of these agreements will have a significant effect on the physical environment.

**ATTACHMENTS:** None.

**RECOMMENDATIONS:**

1. Approve and authorize the City Manager or his designee to enter into a Master Service Agreement with Hines, EDM, Inc. to provide on-call scanning services for a term of five years in an amount not-to-exceed \$750,000.
2. Approve and authorize the City Manager or his designee to enter into a Master Service Agreement with ImageNet, LLC. to provide on-call scanning services for a term of five years in an amount not-to-exceed \$750,000.
3. Appropriate \$500,000 for on-call scanning services in Fund 392.