

RESOLUTION NO. 64-2024

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFICA
AUTHORIZING (1) AMENDMENT NO. 2 TO MASTER CONSULTANT SERVICES
AGREEMENT BETWEEN THE CITY OF PACIFICA AND HINES EDM FOR SCANNING AND
DIGITIZATION OF RECORDS TO EXTEND THE TERM TO AUGUST 30, 2024;
(2) AMENDMENT NO. 1 TO TASK ORDER 4 TO INCREASE THE COST CEILING FROM
\$2,000 TO \$6,000 AND EXTEND THE TERM TO AUGUST 30, 2024 FOR SCANNING AND
INDEXING OF RECORDED PROPERTY RECORDS; AND (3) AUTHORIZE THE CITY
MANAGER TO EXECUTE ALL DOCUMENTS RELATED WITH THE AGREEMENT

WHEREAS, consistent with the City of Pacifica’s Purchasing Policy (Administrative Policy No. 76), the City of Pacifica entered into a Master Agreement with Hines EDM, Inc. for scanning and digitization of City records per the City Council’s authorization on August 9, 2021; and

WHEREAS, the City of Pacifica required additional document scanning and digitization services in fiscal year 2023-2024 as included in department budgets; and

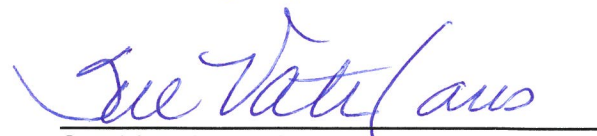
WHEREAS, on July 1, 2023, the City of Pacifica entered into the First Amendment to the Master Agreement to extend the term for completion of the services to June 30, 2024, and to increase the not-to-exceed total compensation for all services provided under the Agreement from \$110,000 to \$150,000 and updating the pricing / cost schedule to reflect Hines EDM pricing schedule as of July 1, 2023; and

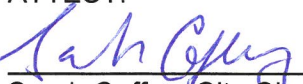
WHEREAS, the City Council of the City of Pacifica has considered the City Manager’s recommendation to approve Amendment No. 2 to the City’s Master Agreement with Hines EDM for the purpose of extending the term of the Agreement through August 30, 2024, and Amendment No. 1 to the Task Order No. 4, increasing the not-to-exceed cost ceiling from \$2,000 to \$6,000 for Task Order No. 4, which is within the costs authorized under the Master Agreement;

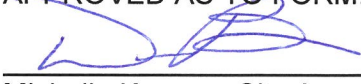
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Pacifica to authorize Amendment No. 2 to the Master Consultant Services Agreement between the City of Pacifica and Hines EDM for scanning and digitization of records to extend the term to August 30, 2024 and authorize Amendment No. 1 to Task Order 4 to increase the cost ceiling from \$2,000 to \$6,000 and extend the term to August 30, 2024, and authorize the City Manager to execute all documents related with the agreement.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pacifica, California, held on the 8th day of July, 2024, by the following vote:

AYES, Councilmembers: Beckmeyer, Bier, Bigstycck, Botes, Vaterlaus.
NOES, Councilmembers: n/a
ABSENT, Councilmembers: n/a
ABSTAIN, Councilmembers: n/a


Sue Vaterlaus, Mayor

ATTEST:

Sarah Coffey, City Clerk

APPROVED AS TO FORM:

For Michelle Kenyon, City Attorney