RESOLUTION - ACTION REQUESTED 2013-180

MEETING: May 14, 2013

TO: The Board of Supervisors

FROM: Sarah Williams, Planning Director

RE: Approve Equipment Needs for Building and Planning Departments

RECOMMENDATION AND JUSTIFICATION:
Approve Budget Action Transferring Funding Within the Planning and Building
Budgets for the Purchase of Two Scanners and Computer Equipment to Enable the on
Going Scanning of Current Planning and Building Files ($7,000).

The Building Department employs an Extra-Help staff person who scans Planning and
Building files for archiving purposes. The scanners include a small scanner to scan 8-
1/2 inch by 11 inch sized documents, and a large scanner to scan construction sized
prints. There are issues with the equipment currently used for the scanning because
of the equipment’s memory and storage capacity, mainly due to the large size of some
of the documents and files. The Technical Services Department recently tried to use a
new Central Processing Unit (CPU) to address the capacity problems, but the new CPU
would not interface with the existing scanners because of the age of the scanners. The
memory and storage capacity issues can only be addressed by upgrading both the
CPU and the scanning equipment.

Planning and Building will share equally in the cost of this equipment and both
departments have funds available in the 2012-2013 FY Budget.

The Technical Services Director has been consulted on this purchase and has
approved of the equipment.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Board routinely approves budget actions transferring funds within budgets as well
as the purchase of unanticipated equipment needs.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
Not authorizing this purchase would result in limiting the capacity for Planning and
Building documents to be scanned for archiving purposes because of the inefficient
equipment currently in use. At some point in the future, the equipment will not be
able to be used to scan large documents.

FINANCIAL IMPACT:
There will be no increased impact on the General Fund as monies are being used
out of current Planning and Building departments budgets for these purchases.
Transfer from account 001-0249-575-0418 (Professional Services) in the amount of $3,500.00; and Transfer to account 001-0249-575-0480 (Equipment) in the amount of $3,500.00; and Transfer from account 600-0236-562-0450 (County Vehicle) in the amount of $3,500.00; and Transfer to account 600-0236-562-0480 (Equipment) in the amount of $3,500.00
05/14/13 001-0249-575-0480 · Equipment      $3,500.00
05/14/13 600-0236-562-0480 · Equipment      $3,500.00
05/14/13 001-0249-575-0418 · Professional Services ($3,500.00)
05/14/13 600-0236-562-0450 · County Vehicle ($3,500.00)
Total: $0.00

ATTACHMENTS:
budget form for eq trans (DOC)
color scanner (PDF)
PC (PDF)
scanner (PDF)

CAO RECOMMENDATION
Requested Action Recommended

Rick Benson, County Administrator/Offic3

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER:   Kevin Cann, District IV Supervisor
SECONDER: Merlin Jones, District II Supervisor
AYES: Stetson, Jones, Bibby, Cann, Carrier
### BUDGET ACTION FORM

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPT/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
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<td>0249</td>
<td>575-0418</td>
<td>Professional Services</td>
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<td>562-0480</td>
<td>Equipment</td>
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**TRANSFER BETWEEN FUNDS**

**TOTALS**

7000 7000

**ACTION REQUESTED:** (Check all that apply)

( ) Budget appropriation by Board of Supervisors (4/5ths Vote Required) -- Amending the total amount available in the county budget, or in any one fund of the budget, or appropriation Reserve for Contingencies

( X ) Transfer by Board of Supervisors (3/5ths Vote Required) -- Moving existing appropriations from one budget to another, or between categories within a budget unit

**JUSTIFICATION:** To purchase replacement computer and scanner.

**DEPT. HEAD SIGNATURE**

**DATE**

5/14/13

**APPROVED BY RES. NO. 13-180**

**CLERK**

**DATE**

5/14/13

**AUDITOR’S USE ONLY**

**BA #**

4/98
EME CORPORATION
7318 S. Revere Pkwy, Unit A
Centennial, CO 80112
Toll Free: (866) 338-4464
Phone:(303) 773-9015
Fax: (303) 773-9950

Prepared For
Mariposa County Building Department
Debra Willis
CA
(209) 966-3934
building@mariposa county.org

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<th>Quote #</th>
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ALL QUOTES ARE VALID FOR 30 DAYS

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<td>Kevin Brinks</td>
<td>7-10 Days</td>
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<tbody>
<tr>
<td>1</td>
<td>ColorTrac SmartLF SC 25c Scanner - 25&quot; Color Scanner, Scan speeds: 13 lps monochrome, 3 lps color, 1200dpi true optical resolution; 9600dpi maximum resolution, USB3 interface data transfer speeds up to 5 GB per sec. Includes scanner display.</td>
<td>$ 3,595</td>
<td>$ 3,595</td>
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<tr>
<td>1</td>
<td>SmartWorks EZ Touch PLUS Software</td>
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<td>Included</td>
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<td>1</td>
<td>Warranty: 1 Year Return to Depot</td>
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<td>0</td>
<td>OPTIONAL Scanner Floor Stand with Catch Basket</td>
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<tr>
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<td>OPTIONAL SmartWorks PRO Scan Software: Includes capability to smooth de-skew, multiple views, auto paper size detection, auto name/date/time stamp, mouse or touch screen compatible, and scan once feature. Scans to file formats: TIFF, JPEG, &amp; PDF</td>
<td>Included</td>
<td>Included</td>
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<td>0</td>
<td>Remote Installation and Support via “Go To Meeting”: Installation help and on-going support over the phone/web for as long as you own the product.</td>
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Shipping: Dock to Dock Shipping & Handling (Additional requirements, add: Liftgate $50, Residential $50, & Inside Delivery $50, Stairs TBD)

Duns# 065874237 Cage Code: 3LBB Fed Tax ID# 84-1587192

No returns after 30 days. For any unused goods or equipment returned to Seller for refund or credit, Purchaser agrees to pay a restocking charge equal to 15% of the price of the goods or equipment. Used goods or equipment not in original packaging subject to a 25% restocking charge.

This quotation shall remain firm for the period listed above unless modified by EME Corporation, prior to our acceptance of your order. EME shall not be liable for incidental, special, or consequential damages arising from any cause.

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<th>Sub. Total</th>
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$4,345.00
SALES QUOTATION

QUOTE NO. | ACCOUNT NO. | DATE
-----------|-------------|-------
K544299   | 3272206     | 5/01/2013

MARIPOSA COUNTY
S
4963 10TH ST
P
RICK PERESAN
T
MARIPSOA, CA 95338
O
Contact: RICK PERESAN
Q
209-966-8029

Customer P.O.# WORKSTATION QUOTE

<table>
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<td>HP SB Z220 I7-3770 1TB 8GB W7P</td>
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<td>Mfg#: HSB-B5P15UT#ABA</td>
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---------- SPECIAL INSTRUCTIONS ----------
Please include this quote# on your PO and fax it to 847-371-2100-thanks

Recommended items for HP SB Z220 I7-3770 1TB 8GB W7P

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<th>2570159</th>
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<td>HPE 3Y COMPUTRACE DATA PROT</td>
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SUBTOTAL 1037.00

FREIGHT 19.99

SALES TAX 82.99

TOTAL 1,139.95

Terms and Conditions:
http://www.cdwg.com/content/terms-conditions/default.asp

CDW Government
230 North Milwaukee Ave.
Vernon Hills, IL 60061
General Phone: 847-371-5000 Fax: 847-419-6200
Account Manager's Direct Fax: 847-371-2100

Please remit payment to:
CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515
**SALES QUOTATION**

**QUOTE NO.**   K544162  
**ACCOUNT NO.**  3272206  
**DATE**   5/01/2013

**MARIPOSA COUNTY**  
**S**  4963 10TH ST  
**H**  RICK PERESAN  
**P**  MARIPOSA, CA 95338  
**T**  Contact: RICK PERESAN  
**O**  209-966-8029  

Customer P.O. #: EPSON  

<table>
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Recommended items for EPSON WORKFORCE DS-7500 SCANNER

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| SUBTOTAL    | 1149.00               |
| FREIGHT     | 19.99                 |
| SALES TAX   | 91.92                 |

**TOTAL** 1,260.91

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