



## Legislation Text

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File #: 21-356, Version: 2

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### Memorandum

**Date:** May 4, 2021

**To:** The Honorable Bruno Sabatier, Chair, Lake County Board of Supervisors

**From:** Richard A. Ford

**Subject:** (a) Waive the formal bidding process pursuant to Lake County Code Section 38.2, as it is not in the public interest due to the unique nature of goods or services; and (b) Approve Contract between the Lake County Assessor-Recorder's Office and Kofile Technologies, Inc. for redaction services in the amount of \$99,570.55 and authorize Assessor-Recorder to sign.

### Executive Summary:

I am requesting the ability to proceed with services provided by Kofile without going through the competitive bidding process. The services in questions are to redact Social Security Numbers of historic documents within the Recorder's office. Kofile is one of only a few vendors that we are aware that provides these services. Kofile is the vendor that has previously scanned and created microfiche of the same documents that will be redacted. Due to the knowledge Kofile has of our documents. I am requesting that Lake County Code, Chapter. 2, Art. X, 2-38.2 be applied using provision 2 and 3 of the code. This code states "*Not in the public interest. Notwithstanding the provisions of [Section 2-39 <https://library.municode.com/ca/lake\\_county/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH2AD\\_ARTXPU\\_S2-39SOMEAWAU>](https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-39SOMEAWAU), competitive bidding is not required when the Board of Supervisors determines that competitive bidding would not be in the public's interest because of any of the following:*

- (1) *A state of emergency,*
- (2) *The unique nature of the goods or services precludes competitive bidding,*
- (3) *A determination that competitive bidding would produce no economic benefit to the County.*

I believe that competitive bidding would not result in a different outcome and if another vendor was selected that end product would differ and possibly not have the same utility value needed in the office due to the knowledge Kofile possesses. I feel no economic benefit would exist proceeding with another vendor and would possible cause productive time loss to run the Request for Proposal process.

Please approve my request.

**FISCAL IMPACT:** \$99,570.55 Cost spread between fiscal years 2020-21 and 2021-22.

**FISCAL IMPACT NARRATIVE:** The cost will be paid out of fund 182. Fund 182 is set aside to for the indexing and micrographics the documents for the Recorder's office. There is no General Fund impact.

**STAFFING IMPACT:** Redaction of Social Security Number within historical documents.

**If not budgeted, fill in the blanks below only:**

Estimated Cost: \_\_\_\_\_ Amount Budgeted: \_\_\_\_\_ Additional Requested: \_\_\_\_\_ Future Annual Cost: \_\_\_\_\_

**Consistency with Vision 2028 and/or Fiscal Crisis Management Plan** (check all that apply):

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> Well-being of Residents | <input checked="" type="checkbox"/> Public Safety               | <input type="checkbox"/> Infrastructure   | <input type="checkbox"/> Not applicable                        |
| <input type="checkbox"/> Economic Development               | <input type="checkbox"/> Disaster Recovery                      | <input type="checkbox"/> County Workforce | <input checked="" type="checkbox"/> <i>Technology Upgrades</i> |
| <input checked="" type="checkbox"/> Community Collaboration | <input checked="" type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake       | <input type="checkbox"/> <i>Revenue Generation</i>             |
|   |   |   | <input type="checkbox"/> <i>Cost Savings</i>                   |

**If request for exemption from competitive bid in accordance with County Code Chapter 2 Sec. 2-38, fill in blanks below:**

Which exemption is being requested?

(2)The unique nature of the goods or services precludes competitive bidding,

(3)A determination that competitive bidding would produce no economic benefit to the County.

How long has Agreement been in place? Not Applicable

When was purchase last rebid? Not Applicable

Reason for request to waive bid? See enclosed in the Executive Summary

**Recommended Action:**

(a) Waive the formal bidding process pursuant to Lake County Code Section 38.2, as it is not in the public interest due to the unique nature of goods or services; and (b) Approve Contract between the Lake County Assessor-Recorder's Office and Kofile Technologies, Inc. in the amount of \$99,570.55 and authorize Assessor-Recorder to sign.