



## Staff Report

**TO:** City Council  
**FROM:** Nicole Wheelwright, Deputy City Clerk  
**DATE:** March 5, 2024  
**SUBJECT:** Contract Amendment with Omni Pro Inc.

---

**Description** First amendment to contract with Omni Pro Inc. for document imaging and quality control services.

### **Background and Analysis:**

In Fiscal Year 2023/24, City Council approved a budget of \$147,000 for scanning services to digitize a large amount of City records that are in paper form. A formal Request for Proposal was conducted per Beaumont Municipal Code Chapter 3.02 and Omni Pro Inc. was selected. Initially, a one-year contract was established under the City Manager signing authority of \$75,000. Staff has been more than satisfied with the work product of Omni Pro Inc. and is proposing to amend the current contract to add additional funds and extend the term limit to July 2025.

To date, Omni Pro Inc. has digitized over 800,000 pages of City records ranging from letter size to large format plan sheets. Omni Pro Inc. also provides the service of quality control check, indexing and boxing for long-term storage on City property.

Based on a visual evaluation, this project is roughly 25% complete. Attachment D to this staff report are photos of the remaining City records still needing to be imaged and properly stored for long-term retention. The remaining documents to be digitized include a substantial amount of large format plan sheets which are more costly to image. Per Beaumont Municipal Code Section 3.02.060 City Council approval is required for all contracts for professional services when the cost of services is \$75,000 or more. The proposed contract amendment would increase the total of the contract amount to \$330,000.

**Fiscal Impact:**

The proposed contract amendment increases the contract by \$255,000. \$50,000 of these funds would be allocated from the remaining FY 2023/24 budget for this project. The remaining amount of \$205,000 will be budgeted for FY 2024/25.

**Recommended Action:**

Approve contract amendment with Omni Pro Inc. with a not to exceed amount of \$330,000 and extend the term of contract to July 7, 2025.

**Attachments:**

- A. Contract C23-75 – Omni Pro Inc
- B. Contract Amendment
- C. Updated proposal
- D. Photos of documents to be digitized