



Staff Report

TO: City Council
FROM: Elizabeth Gibbs, City Manager
Nicole Wheelwright, Deputy City Clerk
DATE June 17, 2025
SUBJECT: Second Amendment to Professional Services Agreement with Omni Pro, Inc.

Description Agreement with Omni Pro Inc. for document imaging and quality control services to be extended for one year.

Background and Analysis:

On July 7, 2023, the City entered into a Professional Services Agreement with Omni Pro, Inc., to provide document imaging and quality control services to digitize City records. This Agreement was amended on March 5, 2024, to extend the term of the agreement to July 7, 2025, and to increase the maximum compensation not to exceed Three Hundred and Thirty Thousand Dollars and Zero cents (\$330,000.00).

To date, Omni Pro Inc. has digitized over 1,200,000 pages of City records ranging from letter size to large format plan sheets. Omni Pro Inc. also provides quality control checks, indexing, and boxing for long-term storage on City property.

Based on visual evaluation, this project is roughly 75% complete. The remaining documents to be digitized include a substantial amount of large format plan sheets which take more time to image. There are still funds remaining within the project budget. At this time, staff is only recommending to extend the term of the contract through June 30, 2026, to allow time to complete the project.

Fiscal Impact:

There is no additional fiscal impact associated with this Second Amendment with Omni Pro Inc. Of the \$330,000 allocated to this contract, \$100,336 is still remaining to complete the project. This project has been budgeted for in GL account 100-1150-7068.

The costs of preparing this staff report is estimated to be \$120.

Recommended Action:

Approve the Second Amendment to the Agreement with Omni Pro Inc. to extend the term to June 30, 2026.

Attachments:

- A. Agreement C23-75 – Omni Pro Inc.
- B. First Amendment to Agreement C23-75
- C. Second Amendment to Agreement C23-75