

## FORM 8. CONTRACT TERM SHEET

Vendor/Contractor Name: US Imaging Inc

Contract control number: 201734175

City's contract manager: Purchasing / Brenda Hannu City Attorney/ Laurie Heydman

Was this contractor selected by competitive process? Yes

Term/Duration of contract/project: 3 year contract

Renewal terms: 2 – 1 year extension

Purpose: Electronic Conversion (digitization) and indexing of historical records.

Scope of services to be provided with performance bench marks: Cost/value: \$800,000.00

Source of funds: Existing IFund dollars and Agency Special Revenue.

Benefit:

- Online availability of documents to the public and internal CCD agencies
- Quicker retrieval of needed information
- Backup for disaster/recovery purposes
- Historical preservation of the City's records through digitization of existing paper records
- Reduction in physical storage space (and associated costs)

Termination provision for City and for contractor: 30 days

WBE/MBE/DBE commitments (construction, design, Airport concession contracts):N/A

Location: Webb Building and City and County Building

Affected Council District: All