

AUTHORIZE A NEW AGREEMENT WITH RICOH USA, INC FOR SCANNING AND IMAGING SERVICES

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Authorize a new agreement with Ricoh USA, Inc. to provide scanning and imaging services to the General Counsel at a total cost not to exceed \$200,000.00. The vendor was selected as a representative

in accordance with RFP #2000000264 issued by the County of Fairfax, VA as lead public agency for U.S.

CPS the scanned images in multi-page PDF and index data on CPS preferred media (e.g., DVD, thumb drive, etc.). This service will also include round trip transportation service for each box of CPS's documents. Vendor will also provide an electronic copy (eCopy) feature to existing CPS printing devices to provide staff with a self-service solution for scanning and imaging of documents.

DELIVERABLES:

Vendor will provide scanned images in multi-page PDF and index data on CPS preferred media (e.g.,

DVD, thumb drive, etc.). Vendor will also provide round trip transportation for each box of CPS's

~~incorporates The Board's Indebtedness Policy (dated June 26, 1996 (06-0696 D02)) as amended~~

from time to time, shall be incorporated into and made a part of the agreement.

~~FM 11-01-01 (11-0101 D02)~~

shall be incorporated into and made a part of the agreement.

Contingent Liability - The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).