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DEPARTMENT OF  
POLICE

CITY OF SACRAMENTO  
CALIFORNIA

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SACRAMENTO, CA  
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ARTURO VENEGAS, JR.  
CHIEF OF POLICE

August 17, 2001

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cc 2001-152

City Council  
Sacramento, California

**SUBJECT:** Authorize the Purchase of Hardware and Document Conversion Services from IKON Office Solutions, Inc.

**LOCATION AND COUNCIL DISTRICT:**

City-wide

**STAFF RECOMMENDATION:**

It is recommended that the City Council adopt the attached Resolution which suspends formal competitive bidding and authorizes the City Manager to execute the purchase of hardware and document conversion services from IKON Office Solutions, Inc.

**CONTACT PERSON:** Claudia Evans, Police Division Manager  
Records Division, Sacramento Police Department  
(916) 264-5781

**FOR COUNCIL MEETING OF:** August 28, 2001

**SUMMARY:**

In December, 2000, the City Council adopted a resolution authorizing the Police Department to apply to the United States Department of Justice, Office of Justice Planning for the 2000 allotment of the Local Law Enforcement Block Grant (LLEBG). The conversion of old police reports was one of the projects earmarked for the use of the LLEBG funds. As the Police Department currently has 2 optical image systems purchased from IKON Office Solutions, staff recommends the use of the IKON imaging system for the document conversion of older police reports.

*The mission of the Sacramento Police Department is to work in partnership with the Community to protect life and property; solve neighborhood problems, and enhance the quality of life in our City.*

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**BACKGROUND:**

Currently the Police Department Records Division houses and stores all crime, incident, accident and arrest reports written by officers and department employees. The yearly average number of reports, excluding arrests, is 104,000. The reports are all maintained in hard-copy fashion and there are no back-ups should the originals be damaged or destroyed. Other than the current year's reports, all reports are placed in boxes and stored in the basement of the Police Administration Building and at the Police Property Warehouse.

With the move to the new Police/Fire Administration Building on Freeport Blvd., there will be insufficient space to house the hundreds of boxes of old police reports. Therefore, all older police reports would have to be stored at an off-site location. These reports are accessed on a regular basis for Three Strikes cases, background checks on prospective law enforcement officers, and for civil and criminal court actions. It is extremely labor intensive to send staff several miles to the warehouse to obtain the reports. An imaging system, which contains 7 to 8 years of police reports, will result in staff efficiencies by dramatically reducing the number of trips to and from the storage facilities and will greatly increase the speed by which requesters receive the reports they need.

Other benefits of this optical imaging and file conversion project include the ability to send reports to officers via an email component, thereby reducing the amount of copies that are being made of the reports. This service will also be considered for expansion to other large requesters of police reports such as insurance companies.

In 1995 the Records Division participated in a pilot optical imaging project in conjunction with City Information and Computer Services. At that time, the contract was given to Data Imaging Systems Corporation, which has since been purchased by IKON Office Solutions, Inc. The pilot project involved scanning and imaging arrest files, which average 30,000 - 40,000 per year. In 1996, the Police Department's Personnel Services Division also purchased IKON's optical imaging system for the department's personnel files.

As the Police Department has current licenses for use of their software, staff contacted IKON for a quote on the document conversion project. Other vendors were also contacted, and it was discovered that IKON was the most competitive in their pricing. IKON's pricing was arrived at through a competitive bidding process conducted by the County of Merced. That process resulted in a Contract, authorized by the County of Merced Board of Supervisors, and made available for use by any state, county, city, school or special district public jurisdiction.

Police Department staff have worked with the City's Information Technology staff in reviewing IKON's project proposal.

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**FINANCIAL CONSIDERATIONS:**

The cost of the document conversion project is approximately \$476,706. This price is approximate as it is based on a per page pricing, and the actual number of pages is not known. This cost will be funded through the Local Law Enforcement Block Grant. Should there be funds remaining after the initial 7 years of reports are converted, additional years will also be converted.

No General Fund monies will be required for this project.

**ENVIRONMENTAL CONSIDERATIONS:**

This proposal does not constitute a "project" and is therefore exempt from the California Environmental Quality Act according to CEQA guidelines Section 15061(b)(1) and 15378(b)\*3).

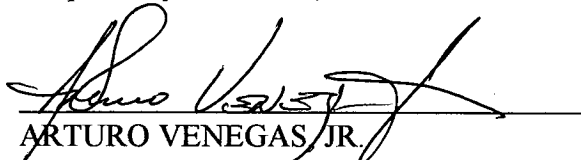
**POLICY CONSIDERATIONS:**

The recommendations in this report are in accordance with the provisions of City Code Section 3.56.230(C), which authorizes the suspension of formal competitive bidding upon a two-thirds vote of the City Council. The City Council previously approved the use of the Local Law Enforcement Block Grant Funds on December 12, 2000.

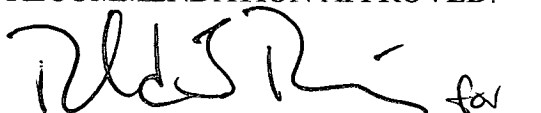
**ESBD/SBE EFFORTS:**

IKON Office Solutions, Inc. does not qualify as an ESBD/SBE vendor.

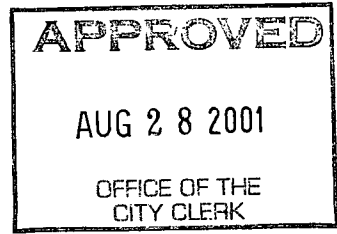
Respectfully Submitted,

  
ARTURO VENEGAS, JR.  
Chief of Police

**RECOMMENDATION APPROVED:**

  
ROBERT THOMAS  
City manager

AV:cre



**RESOLUTION NO. 2001-594**

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF \_\_\_\_\_

**A RESOLUTION SUSPENDING FORMAL COMPETITIVE BIDDING FOR THE PURCHASE OF HARDWARE AND DOCUMENT CONVERSION SERVICES AND AUTHORIZING THE CITY MANAGER TO PURCHASE HARDWARE AND DOCUMENT CONVERSION SERVICES FROM IKON OFFICE SOLUTIONS, INC. FOR A TOTAL AMOUNT NOT TO EXCEED \$640,000.**

**WHEREAS** the Police Department was awarded a Local Law Enforcement Block Grant to convert older police reports to an optical imaging system; and

**WHEREAS** the Council adopted Resolution no. 2000-732 authorizing the use of the funds; and

**WHEREAS** the Police Department desires to purchase optical imaging hardware and document conversion services; and

**WHEREAS** the Police Department currently has two optical imaging systems purchased from IKON Office Solutions, Inc. ("IKON") and is licensed for use of the IKON optical imaging software; and

**WHEREAS**, after a competitive bidding process, the County of Merced entered into a contract with IKON for optical imaging hardware and services on or around December 11, 1998, and on November 21, 2000, extended the contract until November 2002; and

**WHEREAS** IKON will provide optical imaging hardware and document conversion services to the Police Department at the prices that were established through the County of Merced's competitive bidding process; and

**WHEREAS** contracting with a company other than IKON would result in additional expense for conversion of currently existing data;

**NOW THEREFORE** be it resolved by the City Council of the City of Sacramento that:

**FOR CITY CLERK USE ONLY**

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

1. In the best interest of the City of Sacramento, formal competitive bidding is hereby suspended for the purchase of hardware and document conversion services for the Police Department; and
2. The City Manager, or a designated representative, is hereby authorized to issue the necessary purchase documents to IKON Office Solutions, Inc. for a total amount not to exceed \$640,000.00 for the purchase of hardware and document conversion services, including any extensions or amendments thereof.

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MAYOR

ATTEST:

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CITY CLERK

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MAYOR

ATTEST:

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CITY CLERK

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RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_ 4