



**SAN BENITO COUNTY
AGENDA ITEM
TRANSMITTAL FORM**

Dom Zanger
District No. 1
Vice-Chair

Kollin Kosmicki
District No. 2
Chair

Mindy Sotelo
District No. 3

Angela Curro
District No. 4

Ignacio Velazquez
District No. 5

Item Number: 1.9

MEETING DATE: 04/08/2025

DEPARTMENT: COUNTY CLERK/RECORDER/ELECTIONS

AGENDA ITEM PREPARER: Francisco Diaz

DEPT HEAD/DIRECTOR: Francisco Diaz

SUBJECT:

COUNTY CLERK/RECORDER/REGISTRAR OF VOTERS - F. DIAZ

Approve contract with BMI Imaging Systems in the amount of \$56,350.00 (non-general fund dollars from the dedicated micrographics restoration fund) for the period of April 8, 2025 to June 8, 2025 for the digitization of hard copy books to existing hosted system and authorize Chair to sign.

SBC FILE NUMBER: 1112.5

AGENDA SECTION:

CONSENT AGENDA

BACKGROUND/SUMMARY:

Summary

The County of San Benito has chosen to contract with BMI Imaging Systems for the scanning and digitization of all post-bound books, as this service is critical to ensuring the preservation and future accessibility of the County's historical records. The books, many of which are fragile or deteriorating due to age and handling, will be captured in a high-resolution grayscale format, with the scanning process completed in a two-up format to maximize efficiency. The newly captured images will be added to the Digital Reel system as new document types, ensuring they are properly archived and accessible for future generations.

BMI Imaging Systems is the County's preferred vendor, and they currently manage the County's entire historical data archive. They have a proven track record of providing secure cloud storage and services, ensuring the safety and integrity of sensitive information. BMI's comprehensive approach to document preservation and their established reputation make them a trusted partner for this important project. Their

secure transportation services are another key advantage, as all materials will be transported in BMI-owned vehicles, driven by their own employees, ensuring a high level of security and care during the process.

The decision to begin this project is driven by a mandate outlined by Government Code 27201, 27230-27265, which requires the County to ensure the long-term preservation and accessibility of its records. Additionally, the devastating fire in September 2023 highlighted the urgent need for comprehensive document imaging. Many of the County's records, especially those in post-bound books, were at significant risk of being lost in the event of a disaster. By scanning these materials, the County is proactively safeguarding these vital records.

Given the magnitude of the project, it will be completed in phases, with only a portion of the books being imaged at a time. This phased approach ensures that the department can allocate sufficient resources to complete the project effectively and efficiently, while also ensuring the ongoing functionality of the department's other responsibilities.

In conclusion, contracting with BMI Imaging Systems for this critical service ensures the County's compliance with mandated government requirements, while safeguarding irreplaceable historical records. The partnership with BMI not only ensures the proper handling and imaging of these books but also guarantees long-term access to vital documents, offering peace of mind to the County and its citizens.

Funding for Document Scanning and Preservation (non-general fund dollars)

The cost of scanning the books for this project is being funded through non-general fund dollars, specifically from the fees collected by the County Recorder's Office. Upon the recordation of each document, the Recorder collects a fee of \$1.00, which is designated for the restoration and maintenance of historical records, including books and documents. These funds, which have been accumulated over time, are being allocated to pay for this scanning and preservation service. As additional fees continue to be collected through the recordation process, there will be a need for future book restorations and digitization efforts. This ensures a sustainable funding mechanism for the ongoing preservation of the County's historical records, providing a long-term solution to protect vital documents for future generations.

Considerations for Vendor Continuity and Data Migration Challenges

BMI Imaging Systems stores the County's historical data archives in proprietary software that has been specifically tailored to meet the County's needs. The decision to choose BMI Imaging Systems as the vendor was made by the then-County Recorder, John Hodges. While there may be an opportunity to switch to one of the three other available vendors, there are significant challenges associated with such a transition. First, other vendors have expressed reluctance to retrieve older data not in their preferred format, which complicates the migration process. Additionally, the cost of transferring the data from BMI's proprietary system into another vendor's platform is extremely high, making it a costly and impractical option. For the time being, it is more cost-effective to remain with BMI Imaging Systems, allowing the County to continue negotiating favorable pricing as a long-time and preferred customer.

Ongoing Need for Future Scanning and Preservation Projects

There is a significant need for ongoing scanning and book preservation projects to protect the County's historical records. Many of the current books, dating back to the late 1800s, are rapidly deteriorating due to age, wear, and degradation. These books are in critical need of preservation to ensure they are not lost to time. A second phase of preservation is planned for next year, focusing on rebinding and digitizing books that are over 200 years old. Currently, there are more than 50 such books in this category that require immediate attention. Following this, the third phase will focus on preserving books from the years 1900 to 1920. Although these books are in better condition, the scanning and preservation process will

be slower due to their relative stability. Regardless, this ongoing effort is essential to safeguard the County's historical records for future generations.

NOTE: Attached are documents that need to be reimaged due to their current suboptimal quality.

RESOLUTION OR ORDINANCE NEEDED FOR THIS ITEM:

N/A

CONTRACT NEEDED FOR THIS ITEM:

Yes

RFP AND BID HISTORY:

This contract is considered sole source because the historical archival data is currently stored in a proprietary data file that can only be accessed by BMI Imaging Systems.

LAST CONTRACT AMOUNT OR N/A:

N/A

CONTRACT HISTORY (Describe all amendments and previous contracts):

N/A

STRATEGIC PLAN GOALS: 1. Operational Development & Excellence

Yes

STRATEGIC PLAN GOALS: 2. Planning And Sustainable Growth

Yes

STRATEGIC PLAN GOALS: 3. Technology

Yes

STRATEGIC PLAN GOALS: 4. Community Engagement

Yes

STRATEGIC PLAN GOALS: 5. Health & Safe Community

Yes

BUDGETED:

Yes

BUDGET ADJUSTMENT NEEDED:

No

SOURCE OF FUNDING:

Non-general Fund

UNFUNDED MANDATE:

N/A

SBC BUDGET LINE ITEM NUMBER:

101.32.1125.1000.250

CURRENT FY COST:

\$0.00

STAFF RECOMMENDATION:

Approve contract with BMI Imaging Systems in the amount of \$56,350.00 (non-general fund dollars from the dedicated micrographics restoration fund) for the period of April 8, 2025 to June 8, 2025 for the digitization of hard copy books to existing hosted system and authorize Chair to sign.

ATTACHMENTS:

[BMI Contract 2025](#)

[Examples of Documents Requiring Scanning](#)