



City of Santa Clara

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Agenda Report

21-251

Agenda Date: 2/16/2021

REPORT TO STADIUM AUTHORITY BOARD

SUBJECT

Authorization to Award Purchase Order to ECS Imaging, Inc. for Stadium Builder Licenses Laserfiche Integration and Training Services

COUNCIL PILLAR

Ensure Compliance with Measure J and Manage Levi's Stadium

BACKGROUND

On September 17, 2019, the Stadium Authority Board (Board) approved the introduction of Ordinance No. 2005, which rescinded the Executive Director's delegated signature authority on agreements for services and required Board approval of contracts or agreements, by amending Chapter 17.30 of the City of Santa Clara City Code (SCCC). As of the effective date of the Ordinance (November 8, 2019), all Stadium Authority contracts and agreements for services, supplies, materials, and equipment require approval of the Stadium Authority Board. In addition to Ordinance No. 2005, Stadium Authority staff complies with the procurement requirements outlined under Chapter 2.105 of the City of Santa Clara City Code.

The Stadium Lease Agreement between the Stadium Authority and Forty Niners SC Stadium Company LLC (StadCo) provides that the Stadium Authority has the sole and exclusive right to sell, license, or transfer Stadium Builder Licenses (SBLs) and similar instruments for the seats located in Levi's Stadium, with the exception of those seats located in, or accessible through, the Suites. Separately, the Forty Niners Stadium Management Company LLC (Stadium Manager) is responsible for monitoring, marketing and sales of the SBLs as required by the Management Agreement between the Stadium Authority and Stadium Manager. The Stadium Authority paid the Stadium Manager \$202,000 per month in Fiscal Year 2020/21 for SBL administration. Although requested, the Stadium Manager has not provided a digital copy of its SBL records to facilitate this digitization process and save costs.

ECS Imaging, Inc. (ECS) is a full-service document management solutions provider with over 30 years of experience providing document management related services in California. As a certified Laserfiche solution provider ECS is familiar and experienced with document scanning requirements and industry standards. ECS currently supports more than 400 Laserfiche Client's and has provided ongoing scanning services for more than two decades to hundreds of customers. ECS has been providing Laserfiche document management consulting and implementation services to the City of Santa Clara after being selected through a Request for Proposal process in 2017.

The Executive Director is requesting authorization to award a purchase order with ECS for an amount not-to-exceed \$9,000 for Laserfiche integration and training services for the SBLs. The City of Santa Clara has a much larger agreement with ECS with a maximum compensation amount of

\$400,000 for Laserfiche management services.

DISCUSSION

On July 14, 2020, the Board authorized the Executive Director to award a purchase order to a vendor to digitize the hard copy SBLs. As mentioned at the time that this project was originally approved, additional costs and contracts would be needed to integrate with other software systems. Integrating the digital SBLs with Laserfiche establishes a functional repository for these Stadium Authority records.

As outlined in a July 14, 2020 report to the Board, the Stadium Authority notified the Stadium Manager several times in 2020 of various SBL calculation errors and duplicative SBLs and asked for improved quality control measures to prevent the reoccurrence of those errors. The Stadium Authority had concerns that those errors may have potentially impacted the Stadium Authority's SBL revenue and requested the Stadium Manager to provide access to copies of executed SBLs and corresponding tracking documents. In June 2020, the Stadium Manager's counsel agreed to deliver the physical records to the Stadium Authority. However, the records would require digitization and archiving in a document repository system in order to be functional to the Stadium Authority. Ultimately, the SBL records were not delivered to the Stadium Authority's office at Levi's Stadium until September 30, 2020 and at the time of writing this report, the Stadium Manager has not provided the requested tracking document containing SBL information.

Subsequent to receiving the SBLs from the Stadium Manager the Stadium Authority conducted a competitive request for quotation (RFQ) and awarded a \$45,000 purchase order to BMI Imaging Systems (BMI) as the bidder submitting the most advantageous quote. The scope of services includes digitizing and indexing the hard copy SBLs. While BMI is still in the process of completing the digitization project, there is a parallel requirement to integrate the scanned SBLs into Laserfiche, a document repository, so that the files can be archived and searched for pertinent SBL data (e.g., SBL account number, SBL seat, etc.).

As the City's vendor for Laserfiche, ECS' services are required to import the SBLs that are being scanned by BMI into Laserfiche and to train staff on how to use Laserfiche's search and retrieval functions. The proposed scope of work is attached to this report. This recommendation meets section 2.105.280(2)(B) which exempts purchases that under \$15,000 from competitive bidding. As discussed above, ECS is the City's Laserfiche vendor and already has access to the system to complete the importing service.

ENVIRONMENTAL REVIEW

The actions being considered do not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment or pursuant to CEQA Guidelines section 15378(b)(4) in that it is a fiscal activity that does not involve any commitment to any specific project which may result in a potential significant impact on the environment.

FISCAL IMPACT

There are existing appropriations in the Stadium Authority FY 2020/21 Adopted Budget under the Operating Budget to cover the costs of Executive Director and Board directives.

COORDINATION

This report has been coordinated with the City's IT Department and Purchasing Manager, Stadium Authority Treasurer, and Stadium Authority Counsel.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <mailto:clerk@santaclaraca.gov>.

RECOMMENDATION

Authorize the Executive Director to award a purchase order to ECS Imaging, Inc. in an amount not-to-exceed \$9,000 for Stadium Builder Licenses Laserfiche integration and training services.

Prepared by: Christine Jung, Assistant to the Executive Director

Approved by: Deanna J. Santana, Executive Director

ATTACHMENTS

1. Scope of Work