



Council Agenda Report

From: Warren Frace, Community Development Director

Subject: Professional Services Agreements- Contract Document Imaging Services
City Council Authorization to Execute Professional Service Agreements with DataArc, LLC and The Blueprinter and Graphics for Document Imaging Services

Date: February 21, 2017

Facts

1. Conversion of paper records and plans to high-resolution digital records greatly enhances staff efficiency in managing and retrieving documents.
2. Scanning services, indexing, and naming conventions increase staff efficiency and free up office space currently used for paper records.
3. The Community Development Department has been contracting for the digitizing of Building Permit records for years, which is funded by a special Building Permit fee.
4. The City's previous Document Imaging consultant, The CAD-Scan Connection has closed their operation in 2016, leaving the City without a scanning vendor.
5. Beyond the Building Division, there is demand for document imaging services by multiple City departments.
6. On September 9, 2016, the City let a Request for Proposals (RFP) for Document Imaging Services.
7. A multi-department staff panel has reviewed the RFP responses and conducted interviews of the top candidates to assess the costs, security, timeliness, and demand on City resources of each proposal.

Options

1. Take no action.
2. Approve draft Resolution A (Attachment 1), authorizing the City Manager to execute Professional Services Agreements with DataArc, LLC and The Blueprinter and Graphics for Document Imaging Services.
3. Amend the foregoing option.
4. Refer back to staff for additional analysis.

Analysis and Conclusions

The Building Division has historically scanned building plans and supporting documents for permits by using an outside vendor. The owners of the City's longtime vendor, The CAD-Scan Connection, retired and the Building Division has been in need these services since early 2016. Currently, the City does not have a scanning vendor.

City staff reviewed the City's needs and desired functions of a new document imaging services vendor and issued an RFP requesting the following:

1. Provide scanning and document imaging ranging from letter, legal, and oversized pages including maps and Mylars.
2. Have the capability of optical character recognition (OCR) to easily be able to search the contents of electronically archived documents

3. Increase staff efficiency in locating documents by using consistent indexing and naming conventions, while being flexible with different departments' needs.
4. Strong document security functions throughout the pickup, delivery, scanning, and returning process.
Competitive and reasonable pricing for services.
5. Quick turnaround times to be able to review electronically archived documents.

In researching desired functionality of a document imaging and scanning services vendor, there was an opportunity to benefit more City departments and to free up valuable office space. Several departments have backlogged documents as well as documents that need scanning on a regular/monthly basis. Existing mechanical document storage equipment is aged and subject to costly repairs. Once the documents have been scanned and destroyed, the equipment is expected to be surplus – freeing up additional floor space in City Hall.



Paso Robles City Hall – Examples of Current Document Storage

In September 2016, the City issued a Request for Proposals (RFP) for a new Document Imaging Services vendor, and thirteen proposals were received. After reviewing the proposals, the field was narrowed to a total of four qualified firms.

In late January, 2017, three of the four vendors participated in an interview session before a panel of members of the Community Development, Public Works, and IT Departments. The interview required each vendor to demonstrate their workflow process- highlighting security of documents, cost of services, duration of process, and demand on City resources. It was determined that DataArc, LLC most closely would provide the best fit for the City's scanning needs. Staff is recommending that the City also contract with The Blueprinter and Graphics to supplement scanning services for special projects on an as-needed basis due to local proximity, a long-standing relationship, and quick turnaround time on special projects.



DataArc, LLC- Founded in 2008, DataArc is the Electronic Archiving Division of Coastal Reprographics Services (CRS) and is located in San Luis Obispo and Santa Maria. DataArc provides full archiving services including scanning and indexing services for paper documents and drawings. DataArc has the capabilities with their staff and equipment to provide accurate electronic documents through their quality control process. DataArc demonstrated how they excel in cost, security, timeliness and low demand on City resources. They are the document imaging services vendor for other local jurisdictions including: County of San Luis Obispo, City of San Luis Obispo, City of Santa Maria, and City of Lompoc.



The Blueprinter and Graphics- The Blueprinter is located in Paso Robles and has been working with different City departments for the last 35 years. They have capabilities to handle a variety of scanning jobs and the flexibility to handle custom jobs and short deadlines.

There is value added from vendors with a local office. They have the distinct advantage of collaboration, quicker timeframes, and simplified document transport.

Fiscal Impact

Building Division currently budgets \$20,000 annually for permit record imaging. A special permit fee covers the cost of electronic archiving of the permit; therefore, there is no direct fiscal impact to the City. The Professional Services Agreements are structured such that other City departments can take advantage of scanning services in the future. These departments will be responsible for arranging funding resources at that time.

Recommendation

Approve draft Resolution 17-XXX, authorizing the City Manager to execute professional service agreements with (a) DataArc, LLC and (b) The Blueprinter and Graphics for document imaging services.

Attachments

1. Resolution 17-XXX
2. DataArc Proposal
3. The Blueprinter & Graphics Proposal

RESOLUTION NO. 17-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL PASO DE ROBLES
AUTHORIZING THE CITY MANAGER TO EXECUTE PROFESSIONAL SERVICES
AGREEMENTS WITH DATA ARC, LLC AND THE BLUEPRINTER AND GRAPHICS FOR
DOCUMENT IMAGING SERVICES

WHEREAS, conversion of paper records and plans to high-resolution digital records greatly enhances staff efficiency in managing and retrieving documents; and,

WHEREAS, scanning services, indexing, and naming conventions increase staff efficiency and free up office space currently used for paper records; and,

WHEREAS, there is demand for document scanning services by multiple City departments; and,

WHEREAS, The City has not had a scanning vendor since the previous vendor retired in early 2016; and,

WHEREAS, on September 9, 2016, the City let a Request for Proposals (RFP) for Document Imaging Services; and,

WHEREAS, a multi-department staff panel has reviewed the RFP responses and conducted interviews of the top candidates to assess the costs, security, timeliness, and demand on City resources of each proposal; and,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EL PASO DE ROBLES DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. All of the above recitals are true and correct and incorporated herein by reference.

Section 2. The City Council hereby authorizes the City Manager to execute Professional Services Agreements with DataArc, LLC as they most closely would provide the best fit for the City's scanning needs and with the Blueprinter and Graphics to supplement scanning services for special projects on an as-needed basis.

PASSED AND ADOPTED by the City Council of the City of El Paso de Robles this 21st day of February, 2017, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Steven W. Martin, Mayor

ATTEST:

Kristen L. Buxkemper, Deputy City Clerk

RFP: DOCUMENT IMAGING SERVICES Due October 7, 2016 before 5:00PM

City Paso Robles
Community Development Department
Attention: Devon Vandergon
1000 Spring Street
Paso Robles, CA 93446

BIDDER EXPERIENCE

Prepared By
Stan Miner-Principal
stanm@dataArcLLC.com
805-928-5175 (direct phone)
805-714-9053 (cell)
805-928-8042 (fax)



DataArc, LLC *Electronic Archiving Division A CRS Company*

DataArc, LLC
2295 A St.
Santa Maria, CA 93455



2016-10-06

Attachment 2

City Paso Robles
Community Development Department
1000 Spring Street
Paso Robles, CA 93446

Attention: Devon Vandergon

Subject: **DOCUMENT IMAGING SERVICES**

We would like to thank the City of Paso Robles for giving DataArc the opportunity to bid on this digital imaging services project. We have carefully reviewed the Scope of Work. We are very confident that DataArc will be able to perform an outstanding job for the City. The City will receive a high quality and accurately finished product.

We believe that for the following reasons that DataArc is well suited for this project:

- DataArc currently supports many government agencies. We currently scan for Agency Building, Planning, Engineering and City Clerks as well as Schools Districts and Banks. Our existing Building Department clients include City and County of San Luis Obispo, Cities of Santa Maria, Lompoc, Goleta, Rancho Cucamonga and San Jose.
- DataArc has two conversion centers – Santa Maria, CA and San Luis Obispo CA - DataArc uses only the top of the line hardware and software to perform the data conversion work.
- DataArc has the capacity to process over a 100K images a day. This includes paper files, large drawings and data files.

DataArc\CRS has scanned many millions of documents in the last 25+ years. DataArc has successfully completed every project without exception.

- The project managers and systems engineers who will be assigned to the City of Paso Robles's project have combined over 20 years of experience in the scanning and data conversion industry.

DataArc will perform all the City of Paso Robles work at DataArc's Data Conversion Center Santa Maria. DataArc has full "chain of custody" control - from the time the files are pickup to the return of the confidential documents and finished product to the City of Paso Robles.

Although DataArc has years of experience and takes a very formal approach to processing projects, you will also find DataArc to be flexible enough to meet the needs of our Clients. If we are chosen for this project, you can expect DataArc to work hard to meet your project expectations.

DataArc has received one (1) memo/addenda for Document Imaging Services RFP.

Stan Miner, Principal of DataArc has authority to bind DataArc to terms of the bid.

DataArc takes no exceptions or deviations with the items in the RFP.

Thank you,

Sincerely,


Stan Miner
Principal



Technical Qualifications

1. Contact Info

Company Profile

Firm Name: DataArc, LLC A CRS Company

Firm Address: 2295 A Street, Santa Maria, CA 934556

Firm Telephone Number: 805-928-5175 (direct) 805-714-9053 (cell)

Number of years in existence: DataArc 8+ years CRS 25+ years

Management person responsible for direct contact with City of Paso Robles:

Name: Stan Miner

Title: Principal

Phone: 805-928-5175 (Direct) 805-714-9053 (Cellular)

Email: stanm@dataarcllc.com

Person responsible for day-to-day servicing of the account:

Name: Stan Miner

Title: Principal

Phone: 805-928-5175 (Direct) 805-714-9053 (Cellular)

Email: stanm@dataarcllc.com

Types of services provided by the firm: Document, Oversize Plan sheet, microfilm, Aperture Card & Microfiche conversion and microfilm creation. Services also include indexing, printing and other reprographic services.



2. Qualifications

- a. Coastal Reprographics Services (CRS) printed its first images nearly 25 years ago. Since the 1990's, CRS has been providing top of the line digital printing and scanning services with includes drawing and document scanning. CRS has digitally printed and converted millions of documents and plan sets into electronic format.

CRS launched a division which is the Electronic Archiving Division of CRS called DataArc, LLC. DataArc was founded June 1, 2008. While CRS has been providing scanning and archiving services for many years, DataArc was formed to provide full archiving services including scanning and indexing services for paper documents and drawings.

DataArc performs all its own conversion work at our Santa Maria and San Luis Obispo, California locations.

Insurance:

DataArc currently carries insurance, which covers us to a maximum of \$2,000,000.00

Experience with various types of documents/departments:

- Building Departments
- City Clerk
- Planning Departments
- Engineering Departments
- School Records
- Assessor's Files
- Banking
- Legal Files



b. REFERENCES

References are current customers within the past three (3) years.

Company Name Company Address	Contact Information	Telephone No. and E-Mail Address	Date and value of services
Name: County of San Luis Obispo Address: Building & Planning Department 976 Osos St. Room 300 San Luis Obispo, CA 93408	Contact Name: Donna Hernandez Title: Planning Division Records Management	Phone: 805-788-2947 E-mail: dhernandez@co.slo.ca.us	2010-10-31 to present Building Dept Permit/Plan Scanning Average >\$60K Per year Internal ECM*
Name: City of Rancho Cucamonga Address: City Clerk Department 10500 Civic Center Drive Rancho Cucamonga, CA 91730	Contact Name: Carrie Pincott Title: City Clerk's Office Records Management	Phone: (909) 477-2700 Ext. 2012 E-mail: Carrie.Pincott@cityofrc.us	2012-07-01 to 2019-06-30 Building/Planning/ Fire Dept Plans/Docs & Microfiche scanning Average \$50K per year LaserFiche ECM*
Name: City of Santa Maria Address: Building Dept 110 S. Pine St. #101 Santa Maria, CA 93458	Contact Name: Meliza Zarate Title: Building Permit Technician	Phone: (805) 925-0951 Ext. 2241 E-mail: mzarate@ci.santa-maria.ca.us	2008 to present. >\$5K per year Building Plan Scanning Documentum ECM*
Name: City of Lompoc Address: Building & Planning 100 Civic Center Plaza Lompoc, California 93436	Contact Name: Jeff Collins Title: Information Systems Manager	Phone: (805) 875-8290 E-mail: j_collins@ci.lompoc.ca.us	2009 to present. Initial Contract approximately \$55K for first year. Building/Planning Plan/Doc Scanning Kovis ECM*
Name: City of San Luis Obispo Address City Clerk 990 Palm Street Room 4 San Luis Obispo, CA 93401	Contact Name: Heather Goodwin Title: Deputy City Clerk	Phone: (805) 781-7103 E-mail: hgoodwin@slocity.org	2014-08-02 to Present Deeds, Agendas, Meeting Minutes and other various documents LaserFiche ECM*



c. No Negative History.

d. Resumes of Key Personnel:

Stan Miner, Archiving Division Principal for DataArc: Stan’s strengths include project management and understanding client’s requirements. He has “hands-on” experience with each phase of electronic archiving with an emphasis job setup, image quality and image production as well as database design. Stan brings to DataArc 20+ years of project management experience. Stan is responsible to overseeing the Prep, Scanning, Indexing, QC and file transfers.

Tony Westbrook, Principal for CRS and DataArc. His background includes production, quality control, system development and digital reprographics

Sean Duval, Quality Control Manager: DataArc specializes in processing large volumes of data and images in a very accurate and expeditious fashion. This accuracy is derived from the efforts of Sean. He has developed and implemented numerous “double-check” modules within our system that assures us of maintaining the highest image quality available, as well as having each database record perfectly matched with the appropriate image file.

e. Required services- There are 10 large format scanners and 5 document scanners available to complete the work. Typically, two document scanners and two large format scanners would be utilized for the project as described in the RFQ.

f. Length of Time Proposer has been providing described services- DataArc has been providing the scanning, indexing and formatting services since 2008. Stan has been providing these services for over 15 years. This type of work has been provided by DataArc to City, County and State Agencies for nearly 9 years.

g. Services and Data to be provided by City-City of Paso Robles to provide inventory sheet for all items contained in each box, bag or file cabinet. City also to provide any electronic tables available that contains the index info. For instance for a Building Department Permit file, the client provides a table that includes Permit Number, Address, APN, Permit and Applicant, DataArc will only need to keypunch the Permit number (usually least amount of character keypunch) then import any of the required info from the Client provided table.

h. Subcontracting- No subcontracting will be used for this job.

3. Project Approach

a. Shipping-DataArc will pickup and return boxed documents in a DataArc vehicle. DataArc provides 2 months free storage to allow client review. No charge for pickup and return of files.

b. Turnaround time – Less than 15 working days from time of pickup for type of project as described in RFP.

c. Process for tracking files and documents- DataArc will count quantity if boxes or other packing methods to verify client inventory list is correct prior to sign off. City boxes will be segregated from other client boxes when they reach our Santa Maria facility.

After the docs/plans have been scanned, the list of items scanned will be compared against list provided by client.



d. Process for tracking digital content and method of accountability-scanners have double feed detect to provide assurance there should be no double page feeds. If double feed occurs, scanner stops and double

feed remove. DataArc uses attendant scanning. Images are reviewed the first time while scanning.

After images scanned, image count is completed. An original copy of the images is backed up nightly. A copy of the images is transferred to workstations for image review. Image count is done after the copy transfer to assure all images are present prior to image QC.

After indexing has been completed using the images and client provided tables they are combined with the images. Image samples are reviewed along with corresponding index as the last verification prior to sending to the client.

e. Indexing procedures- indexing info is contained on first page of the document. Two operators will keypunch the required information into tables (Double Blind Entry). The index from the two tables is compared by software and an operator will resolve discrepancies while viewing the related image(s).

If the City provides electronic tables that contain the index info, we will use this info complete indexing. For instance for a Building Department Permit file, the client provides a table that includes Permit Number, Address, APN, Permit and Applicant, DataArc will only need to keypunch the Permit number (usually least amount of character keypunch) then import any of the required info from the Client provided table. This will increase index accuracy.

f. Naming conventions- DataArc will use unique image numbers after the images have been multi-paged. No two images will have the same number.

g. Format- PDF Image & Index be provided on DVD, flash drives or external hard drive.

h. QA/QC procedures-All scanning is attended scanning. All Images are reviewed during the scanning process. Any items not legible will be rescanned at no cost to the City. Image count is performed and a working copy made. Originals are kept should any questions arise.

The next step is 100% review of all images to remove any blank pages not removed by the scanning software. Orientation is checked, images deskewed and black borders removed.

i. Security- Both CRS and DataArc's facilities are connected directly to the Fire and Police Departments. Both facilities are fenced. Unauthorized personnel are not allowed in the production area.

No personal computers, hard drives or stick memory are allowed in production areas where the work is done.

DataArc will have full chain of custody from the time files are picked up to the return of the original documents and the final product until provided to the City of Paso Robles.

The more index information the City provides, will reduce time to index and lower costs. All tables from the City's permit program or excel tables created by staff during the years would be helpful.

The accuracy of the inventory list included in the boxes needs to be accurate since this is what DataArc will use to do comparisons to verify DataArc Accuracy.

To increase accuracy of index, the City will attach an index sheet that contains required indexing for each new document and plan set if electronic tables are not available.



**Scope of Services
City of Paso Robles**

DATE: 10/6/2016
RE: Document Imaging Services

Item	Description	Estimated Quantity*	Unit Cost	Unit	
100A	Document Preparation: Remove all staples and paper-clips. Tape torn documents as needed in order for them to pass through scanners. Prior to scanning, each document will be removed from the original file folders and separated by a bar code sheets. Empty file folders will be returned to the same box and in the same chronological order they were removed. Paper from 8.5"X14" and smaller, will be separated from >11"X17" for large & small format scanning.	0	\$0.020	per sheet	
		Total		\$0.00	
101A	Scan Various Documents: 8.5"X14" and smaller Documents shall be scanned at 300 dpi in Group 4 multi-page PDF format. The individual documents, separated by barcodes, will be returned to the same box in the same chronological order they were removed, but will not be restapled nor put into corresponding original file folders. Image is one page side. Duplex (double sided counts as two pages).	0	\$0.040	per image	
		Total		\$0.00	
101B	Scan Various Documents: 11"X17" Documents shall be scanned at 300 dpi in Group 4 multi-page PDF format. The individual documents, separated by barcodes, will be returned to the same box in the same chronological order they were removed, but will not be restapled nor put into corresponding original file folders. Image is one page side. Duplex (double sided counts as two pages).	0	\$0.150	per image	
		Total		\$0.00	
101C	Scan Various Plans: C, D and E Size Scan and convert Drawings to a minimum of 300 dpi Group IV PDF image format. Plan sheets not to exceed 36" in width. Drawings may be of Mylar, vellum, sepia or paper medium.	0	\$0.550	per sheet	
		Total		\$0.00	
102A	Scan Various Microfiche/Microfilm: 16mm non mixed with 35mm Microfiche shall be scanned at 300 dpi in Group 4 multi-page PDF format. Minimum \$1.50 per microfiche sheet for non mixed 16mm & 35 mm microfiche.	0	\$0.060	per image	
		Total		\$0.00	
102B	Scan Various Microfiche/Microfilm: 35mm non mixed with 16mm Microfiche shall be scanned at 300 dpi in Group 4 multi-page PDF format. Minimum \$1.50 per microfiche sheet for non mixed 16mm & 35 mm microfiche.	0	\$0.150	per image	
		Total		\$0.00	
200A	Multi-Paging & Indexing: Group associated images into a single multi-paged PDF image. Index by permit number, site description (address) and permit date. Duplex (double sided counts as two images). Additional Index fields at \$0.015 per image.	0	\$0.020	per image	
		Total		\$0.00	
200B	OCR Non Proofed OCR	0	\$0.010	per image	
		Total		\$0.00	
300A	Pick-up, delivery and return of original documents. Pick-up in Company vehicle. Included	0	\$0.00	per trip	
		Total		\$0.00	
400A	DVD set with scanned images. Duplicates are at additional charge of \$10.00	0	\$15.00	per DVD	
				Grand Total	\$0.00
<p>Notes:</p> <p>1* Estimated quantity is based on information by measurement. Your actual quantities will vary. Client will be only charged for items scanned/converted.</p> <p>2 Scanning will be "Line Art Format" unless otherwise noted. "Color" same prices as above bitonal.</p> <p>3 Above total does not include applicable sales tax</p> <p>4 Price includes two month storage. Documents will be recycled two (2) months after job completion. It is the client's responsibility to contact DataArc to return files prior to end of 2 month period prior to file destruction.</p>					



October 7, 2016

Ms. Devon Vandergon
City Of El Paso de Robles
1000 Spring Street
Paso Robles, CA 93446

Re: Document Imaging Services RFP

Dear Devon:

Please find enclosed one CD and five hard copies each of:

1. Scope of Work
2. Rate Sheet
3. Conflict of interest Disclosure
4. Certificate of Insurance

Thank you for providing us the opportunity to bid. Also call if you have any questions.

Sincerely,


Doug Schultz
President

DOCUMENT IMAGING SERVICES RFP for

THE CITY OF EL PASO ROBLES

Company Profile

The Blueprinter & Graphics (Blueprinter), located at 345 Spring Street in Paso Robles, has been performing scanning (document imaging) and reprographics services in the North County of San Luis Obispo for approximately 35 years. The City of Paso Robles has been our customer for approximately the same period.

Document Imaging has been a standard course of business to both large General Contractors and sub-contractors in San Luis Obispo County via "as-built" drawings (color and black and white) for the last 10 years.

Document Imaging Services

The Blueprinter will provide pickup and delivery of documents from/to Paso Robles City Hall via insured company vehicle at no charge.

The Blueprinter will scan oversized plan sheets in a PDF format and group in a folder by project name. Images will be combined into a single PDF format file and named appropriately for small sized documents (i.e. contracts, resolutions and building permit files).

The Blueprinter will provide electronic files to the City either through a cloud service (i.e. Hightail), a Blueprinter controlled ftp site, CD/DVD or a City provided flash memory drive. The transfer of files will be at the City's discretion.

Individual files will be renamed if so requested. Contracts will be labeled by contract name, memos by subject, and construction drawings by page number. This can be modified at the City's request.

Optical Character Recognition (OCR) will be performed on any document requested.

Pick-up and Delivery

The Blueprinter will pick up documents to be digitally imaged and issue a 3 part numbered receipt form to the respective city department. The city will sign and keep one copy. Upon return of the documents, a second copy of the numbered form will be signed and be retained by the city department. The Blueprinter shall retain the original. The Blueprinter, at the request of the City, shall either recycle documents no longer wanted or shred at a cost.

Turn-around time will be 10 business days or less.

Resources

The Blueprinter currently scans to private servers using both large and small format devices. Color devices include a Kip 2200, a Konica Minolta 7000, a Konica Minolta 6500 and a Contex XL54. Black and white documents can be processed through the color scanners as well as through a Kip 2120. All documents will either be scanned directly to a server or to a hard drive then transferred to a server. The servers are mirrored using RAID technology and backed up periodically to portable disc drives.

Rates

A rate schedule is attached. There is no price differentiation in folded versus rolled plans.

References

J.W. Design and Construction, Inc.
3563 Sueldo Street, Suite "I"
San Luis Obispo, CA 93401
Phone: 805-522-0140
Contact: Jerry Williams or Clem Bock

Wysong Construction
7025 Morro Road
Atascadero, CA 93422
Phone: 805-466-1038
Contact: Larry Wysong or Will Ferreira

KHE
P.O. BOX 488
Templeton, CA 93465
Phone: 805-238-3174
Contact: Kelly Henson

Signed:



Douglas R. Schultz
President

The Blueprinter & Graphics
345 Spring Street #101
Paso Robles, CA 93446
805-227-0860

Attachment 3

The Blueprinter & Graphics
City of Paso Robles
RFP Document Imaging Services
Price List

10/6/2016

	<u>Letter</u>	<u>Legal</u>	<u>Ledger, A/B</u>	<u>Oversized *</u>	<u>Data Xfer</u>	<u>File Renaming**</u>	<u>PU/ Delivery</u>	<u>OCR</u>	<u>CD's/DVR's</u>
B/W	0.15	0.20	0.30	.15/ft2	.01/mgb	0.10/file or img	NC	.01/image	2.00/ea
Color/Grey	0.25	0.30	0.50	3.00/each	.01/mgb	0.10/file or img	NC	.01/image	2.00/ea

DPI 300 or greater

* Rounded higher to the nearest sq ft over 2 sq ft (ANSI D = 6 sq ft)

The Blueprinter and Graphics

Conflict of Interest Disclosure Form

The City of El Paso de Robles

The Blueprinter & Graphics, its officers nor its employees have any economic interest in, or acts as an officer or a director, of any outside entity whose financial interest s would reasonably appear to be affected by the naming of the Blueprinter recipient of the Document Imaging Services contract for the City of El Paso de Robles.

I certify that the information set forth above is true and complete to the best of my knowledge.

Signature: 
Title: PRESIDENT
Date: 10/7/16

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

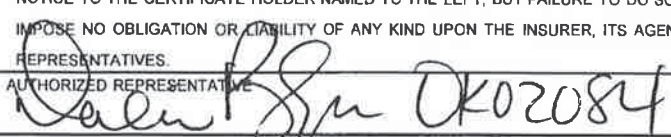
Attachment 3 DATE (MM/DD/YYYY)

PRODUCER MONTGOMERY INSURANCE AGENCY 5500 Ming Ave #220 Bakersfield, CA 93309 (661)832-9311		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED SCHULTZ PRINTING, INC. DBA: THE BLUE PRINTER 345 SPRING STREET PASO ROBLES, CA 93446-3147		INSURERS AFFORDING COVERAGE	NAIC#
		INSURER A: AMCO INSURANCE COMPANY	
		INSURER B: MARKEL INSURANCE COMPANY	
		INSURER C: UNITED FINANCIAL CASUALTY COMPANY	
		INSURER D:	
		INSURER E:	

COVERAGES
 THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADDL INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A		GENERAL LIABILITY	ACP BPS 7812028107	11/09/15	11/09/016	EACH OCCURRENCE \$ 1,000,000
		<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMSMADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
C		AUTOMOBILE LIABILITY	02097809-3	03/04/16	03/04/17	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
		<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
		<input type="checkbox"/> ANY AUTO EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMSMADE DEDUCTIBLE RETENTION \$				OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	MWC0017179-05	11/09/15	11/09/16	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				E.L. EACH ACCIDENT \$ 1,000,000
		OTHER				E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
A		BUILDING	ACP 7812028107	11/09/15	11/09/16	\$707,300/\$500 DED
		BUS. PERS. PROP.	ACP 7812028107	11/09/15	11/09/16	\$238,400/\$500 DED

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER CITY OF EL PASO DE ROBLES 1000 SPRING STREET PASO ROBLES, CA 93446-31747	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE 
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