



Rent Stabilization Board

DATE: November 16, 2023

TO: Honorable Members of the Rent Stabilization Board

FROM: DéSeana Williams, Executive Director

SUBJECT: Recommendation to adopt Resolution 23-28 authorizing the Executive Director to execute a contract with BMI Imaging Systems for digital conversion of Rent Stabilization Board Property Files for an amount not to exceed \$99,100 for a contract term through June 30, 2024

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**Recommendation:**

Adopt Resolution 23-28 authorizing the Executive Director to execute a contract with BMI Imaging Systems for digital conversion of Rent Stabilization Board Property Files for an amount not to exceed \$99,100 for a contract term through June 30, 2024.

**Background and Need for Rent Stabilization Board Action:**

Since 1980, the Rent Stabilization Board has been compiling data for each property subject to Berkeley's Rent Stabilization Ordinance. Property file folders have been created to organize and preserve the original paper documents, primarily retained on-site at the Rent Stabilization Board office. The on-site storage of these paper records has presented challenges in terms of storage capacity and ease of access. The digitization of the property files will help mitigate storage constraints and enhance operational efficiency, accessibility, search capabilities and streamline workflows.

In September 2023, to align with best practices, staff released an invitation to bid for Digital Conversion of Rent Stabilization Board Files (Specification No. 23-11615), extending an opportunity for the most qualified and responsive company to digitize the Rent Stabilization Board Property Files. The due date for the proposals was October 5, 2023. A panel consisting of staff from the Rent Stabilization Board reviewed all eleven proposals and scored them in accordance with the specified criteria. After conducting reference checks and modeling estimated total costs based on the bid pricing specifications submitted by the prospective vendors, each panelist's individual scores had BMI Imaging Systems ranked as the top choice, based upon the quality of the proposed approach to converting documents, the experience conducting similar digital conversion work for public sector clients, and the value of the pricing proposal.

Since 1958, BMI Imaging Systems has been a leading provider of high-volume document conversion services and has established a reputation for providing exceptional quality and

service. BMI complement their comprehensive service offerings with turnkey document management system solutions that include state-of-the-art software and end-to-end implementation, integration and support services. Their production staff, a team of over 60 highly-trained technicians, creates an average of 15 million digital images per month. BMI serve a customer base of over 800 organizations, many of whom have been clients for over 20 years. As part of BMI's operational capabilities, BMI developers have written over 2,000 unique software tools to address almost every conceivable image and data processing requirement.

The Scope of Work for this contract will allow for the conversion of the Rent Stabilization Board's property files into digital formats, in particular as the agency prepares for planned relocation to a new office in January 2024. The property files will be transported offsite to Sunnyvale for scanning. After scanning, the digitized files will be uploaded to 3Di, while the original physical property files will be securely relocated to the City's offsite storage facility in Livermore. Any additional scanning work would take place within the not-to-exceed contract amount specified in the resolution which accompanies this staff report.

**Financial Impact:**

The Board's adopted Fiscal Year 2023/24 budget allocated \$95,000 towards the scanning of the property files. There are sufficient funds in the Fiscal Year 2023/2024 budget to increase this amount to \$99,100 and execute a contract with BMI Imaging Systems.

**Name and Telephone Number of Contact Person:**

DéSeana Williams, Executive Director (510) 981-7368

## RESOLUTION 23-28

### **AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH BMI IMAGING SYSTEMS FOR DIGITAL CONVERSION OF RENT STABILIZATION BOARD PROPERTY FILES**

BE IT RESOLVED, by the Rent Stabilization Board of the City of Berkeley as follows:

WHEREAS, the Rent Stabilization Board has approximately 1 million documents in file folders dating back as far as 1980; and

WHEREAS, converting to digital format will save time, reduce the risks of losing historical data, provides reliable back-up copies and recovery, provides a faster, easier retrieval and viewing process, and reduces storage space; and

WHEREAS, a Request for Proposal was issued on September 12, 2023 (Specification No. 23-11615), eleven proposals were received, and BMI Imaging Systems has been selected as the preferred vendor; and

WHEREAS, the Board allocated \$95,000 towards file digitization in its adopted Fiscal Year 2023-2024; and

WHEREAS, there are sufficient funds in the Board's Fiscal Year 2023/2024 budget to increase this allocation to \$99,100; and

NOW, THEREFORE, BE IT RESOLVED by the City of Berkeley Rent Stabilization Board that the Executive Director is hereby authorized to execute a contract and any amendments with BMI Imaging Systems for digital conversion of Rent Stabilization Board property files in an amount not to exceed \$99,100 for a contract term through June 30, 2024.

Dated: November 16, 2023

Adopted by the Rent Stabilization Board of the City of Berkeley by the following vote:

YES:

NO:

ABSTAIN:

ABSENT:

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Leah Simon-Weisberg, Chair  
Rent Stabilization Board

Attest: \_\_\_\_\_  
DéSeana Williams, Executive Director