

ATTACHMENT 1

AMENDMENT NO. 1 TO AGREEMENT NO. C2018-157

Records Inventory, Uniform Filing Index

City Budget Code: 49143-53201

This Amendment No.1 ("**Amendment**") to City Agreement No. C2018-157, entitled *Records Inventory, Uniform Filing Index* ("**Agreement**"), by and between the City of Napa, a California charter city ("**City**"), and *Records Control Services, Inc (RCS)* ("**Consultant**"), is effective on the Effective Date identified on the signature page.

RECITALS

A. City and Consultant entered into the Agreement, effective June 22, 2018 for an amount not to exceed \$99,935.43, pursuant to which Consultant agreed to perform certain services described in the Agreement ("**Services**"), generally including an inventory with essential components of active and inactive physical records housed in the following offices: City Manager, City Clerk, Finance, City Attorney, Human Resources and City Hall Basement.

B. City has determined that additional Services ("**Additional Services**") are required to continue, modify, or expand the Services performed under the Agreement, as set forth in the *Scope of Additional Services and Schedule of Performance*, attached hereto as **Exhibit "A"** and incorporated herein by reference.

NOW, THEREFORE, the City and the Consultant, for the mutual consideration described herein, agree as follows:

1. **INCORPORATION BY REFERENCE.** Unless otherwise specified, all subsequent references to the Agreement are deemed to mean the original Agreement as modified by any amendments preceding this Amendment, if any. This Amendment incorporates the Agreement by reference, except and only to the extent that any terms or conditions of the Agreement are specifically modified by this Amendment. All terms and conditions in the Agreement that are not specifically modified by this Amendment remain in full force and effect.

2. **SCOPE OF ADDITIONAL SERVICES.** Consultant will perform the Additional Services described in Exhibit "A" in accordance with the terms and conditions of this Amendment.

PAYMENT. City will compensate Consultant for satisfactory performance of the Additional Services in an amount not to exceed \$152,354.00, as outlined in *Phase Implementation Costs & Payment Schedules* attached hereto as **Exhibit "B"**. The cumulative total compensation payable to the Consultant will not exceed \$252,289.43 without prior written authorization from the City (based on \$99,935.43 for the original Agreement, plus \$152,354.00 for this Amendment).

3. **ENTIRE AGREEMENT.** The Agreement, as modified by this Amendment, constitutes the entire integrated understanding between the parties concerning the Additional Services. This Amendment supersedes all prior negotiations, agreements and understandings regarding the Additional Services, whether written or oral. The documents incorporated by reference into this Amendment are complementary; what is called for in one is binding as if called for in all, except and only to the extent otherwise specified. If any provision in an exhibit to this Amendment conflicts with or is inconsistent with a provision in the body of this Amendment, the provisions in the body of this Amendment will control over any such conflicting or inconsistent provisions.

4. **SIGNATURES.** The individuals executing this Amendment represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Amendment on behalf of the respective

ATTACHMENT 1

legal entities of Consultant and City. This Amendment shall inure to the benefit of and be binding upon the parties hereto and their respective successors and authorized assigns.

IN WITNESS WHEREOF, the Parties have executed this Amendment to be effective on the Effective Date set forth below.

CITY:
CITY OF NAPA, a California charter city

By: _____
Tiffany Carranza, City Clerk

CONSULTANT:
Records Control Services, Inc.

By: _____
Bruce G. Meier, CRM, President, Records Control Services, Inc.

ATTEST:

Caitlin Saldanha, Deputy City Clerk

Date: _____
("Effective Date")

COUNTERSIGNED:

Desiree Brun, City Auditor

APPROVED AS TO FORM:

Michael W. Barrett, City Attorney

ATTACHMENT 1

EXHIBIT "A"

SCOPE OF ADDITIONAL SERVICES AND SCHEDULE OF PERFORMANCE

The Consultant will perform the Additional Services described below, within the specified times:

Proposal for the
Design and Implementation
of a
Records Inventory and Uniform Filing Index
for the



Stage 2

February 6, 2019

Records **C**ontrol **S**ervices

A Corporation of Information Resource Management Specialists

4638 Park Boulevard,
Oakland, California 94603
Office: 510-530-6033
Primary Cell: 510-520-1635

Bruce G. Meier, CRM

ATTACHMENT 1

Executive Summary

Records Control Services, Inc. (RCS), a firm of information resource management specialists of Oakland, California, proposes to provide professional expertise for the City of Napa (City) by implementing a physical records inventory and other program components, as listed below, to assist with managing, storing, tracking and retrieving documents, providing the basis for a uniform, legally acceptable Records Management Program.

Objectives

Implementation of this program, in total, will provide the City with:

- An inventory of active & inactive physical records housed in Community Development, Public Works and Fire Prevention departments, and the designated file boxes located in the City Attorney's inactive records storage area within City Hall.
- The Water Department integrated into the uniform filing index, as started in Stage 1.
- A comprehensive uniform, function-based filing index for classifying records.
- Records management tools for determining best practices for electronic document management implementation.

This proposal presents the continued City records inventory to help reduce inactive and obsolete records stored in the departments.

As Stage 2 of the City's Records Improvement Program, an inventory of all physical file folders maintained in departments located in the 1600 First Street facility is completed into a comprehensive Excel spreadsheet. The inventory will allow RCS to develop a uniform filing structure to classify and organize departmental records.

Inventory reports are then reviewed with the departments to determine activity state and allow RCS to prepare records for storage or destruction prior to the office relocation.

In addition, boxes maintained in the City Attorney's inactive records storage area are inventoried to the folder level to allow the department to review and destroy obsolete records.

Finally, the Water Department is integrated into the into the uniform filing index using an internally prepared inventory of active and inactive records stored in the facility.

RCS presents a pragmatic phased approach to designing and implementing a comprehensive City-wide Records Improvement Program to reduce records and information management costs. The inventory, index and review will help improve the current records retention schedules and determine best practices for electronic records conversion for critical and active records within each department.

RCS follows best practices and standards for implementation of records management programs as determined by the Association of Records Managers and Administrators, International (ARMA). The resulting tools will allow the City to improve best records management and information governance practices and follow Generally Accepted Recordkeeping Principles¹.

Records Improvement Program, City Hall Stage

RCS Professional Fees and Labor:	\$ 133,400.00
RCS Travel Expenses (estimate):	\$ 18,954.00
Total Costs:	\$ 152,354.00

RCS Professional Fees & Labor include costs for system development and implementation.

¹ ® Generally Accepted Recordkeeping Principles & GARP are trademarked by the Association of Records Managers and Administrators, International.

ATTACHMENT 1

Travel expenses include mileage to and from City offices.

Implementation may begin at a mutually convenient date, following receipt by RCS of a contract (of which this proposal becomes an integral part), purchase order, or the signed approval and acceptance of a remittance copy of this proposal. See Terms and Disclaimer sections within this proposal for suggested retention period information, and RCS service and professional fee payment details.

Observations and Recommendations

Introduction

At the request of Ms. Dorothy Roberts, Former City Clerk, RCS obtained information regarding current records management practices within designated City departments.

This report contains recommendations and proposals for a comprehensive inventory of designated active and inactive records and developing a uniform classification index to better identify, manage and dispose of documents, providing the basis for a uniform, legally acceptable Records Management Program. This program will refine the Department's retention schedules to significantly reduce administrative expenses incurred through document storage, access and disposal.

Implementation may begin at a mutually convenient date, following receipt by RCS of a contract (of which this proposal becomes an integral part), purchase order, or the signed approval and acceptance of a remittance copy of this proposal.

Purpose

The purpose of this proposal is to provide the City with uniform classification index development and an inventory of designated active and inactive physical records within the 1600 First Street and City Hall facilities to allow highly efficient information identification, management and disposal.

Scope

The program provides inventory of designated on-site physical active records located in the Planning, Building, Public Works, and Fire Prevention Departments located in the 1600 First Street facility, inactive City Attorney records stored in the City Hall basement, and an evaluation of record series within the Water Department's file inventory.

Survey Results

In 2018, RCS performed a cursory evaluation of physical filing systems and obtained estimated volumes of decentralized records within select City offices. Results of the survey include volumes of physical records in filing equipment and rough average file counts maintained in each department.

Stage 1 of the Records Improvement Project focused on administrative departments within the City Hall. Completion of this project is anticipated during the 2018/19 fiscal year.

The remaining departments and areas in Stage 2 maintain an estimated 2,179 linear filing feet (26,142 linear filing inches) of active and inactive records stored in City facilities. This amounts to approximately 71,891 pounds, or tons, of documents.

Records are housed in pedestal and lateral filing cabinets, metal shelving, and in boxes and loose volumes within storage areas. File cabinet drawers hold between 30 and 48 inches of filing capacity.

ATTACHMENT 1

Based on a rough average of 16 files per linear foot, the departments maintain an estimated physical file folders in active equipment, on desktops and in inactive storage containers.

ATTACHMENT 1

Very rough volume and file estimates² break down as follows:

Department/Division	Linear Filing Inches	Physical Files
Planning	5,213	4,058
Building	5,064	7,545
Public Works	4,834	8,001
Fire Prevention	2,023	2,756
Water	3,758	4,698
City Attorney Inactive Storage	5,250	6,825

These essential records must be efficiently managed and protected, and rapidly accessible to complete business processes within the City.

NOTE: Public Works maintains an estimated 35,000 maps and plans stored in flat map cabinets. These maps and plans are not included as part of the records inventory and can be addressed under a separate program phase at the City's request.

Inactive Records Storage Areas:

The City maintains an onsite inactive records storage center in the basement area of City Hall. The City Clerk, City Attorney and Finance department each have fenced sections in the center, and each are responsible for their own sections.

The City Attorney's area contains an estimated 5,250 linear filing feet (about 350 boxes) of records. This center is secured for access only by the City Attorney's Office via a locked gate in the primary storage center.

There is no formal tracking system for managing the centers, and no supply or equipment standards for storing the records. Records are stored in a combination of standard record boxes, moving containers and paper ream boxes.

The City Clerk's areas were inventoried and indexed as part of Stage 1 of the project. Finance storage is managed by the department and is not part of this next stage.

General Recommendations

The goal of a comprehensive records management program is to control the creation, acquisition, processing, maintenance, storage and final disposition of all recorded information, regardless of form or media, handled during normal business practices.

Implementation of such a program would result in significant savings for the City through:

- Safe, highly efficient storage and retention of all records in accordance with Federal, State and Local regulations.
- Rapid access to all active and inactive records stored in offices or off-site facilities.
- Consistency in filing standards and classification of documents.
- Immediate reduction of misfiled and lost information.

² Due to limited time allowed to complete the initial evaluation, RCS did not obtain more accurate averages of files housed in the departments. Estimates are based entirely on RCS experience with other municipal clients and may not accurately reflect the City's holdings.

ATTACHMENT 1

- Cost effective use of prime office and storage space.
- Timely disposal of obsolete records through approved retention schedules.
- Protection of vital records from natural or man-made disasters.

RCS recommends a comprehensive Records Management Policy be adopted by the City Council to form the foundation of a legally acceptable Records and Information Management Program (RIM) in compliance with GARP® guidelines. In any organization, a full RIM program should be implemented in several segments, including:

1. Inactive records storage system.
2. Active files management system with a City-wide structured, uniform filing index.
3. Records retention management with approved retention periods and schedules.
4. Information governance evaluation and needs assessment plan.
5. Electronic document management and tracking systems.
6. A Vital Records Protection and Disaster Recovery Program.

The City has obtained a needs assessment plan and implemented records retention schedules in earlier program stages. These tools will assist in implementation of a comprehensive Records & Information Management program for all departments.

Return on Investment

Based upon industry standards, 3% of all records are misfiled and 7.5% are considered lost. Misfiled and lost records cost \$120 and \$250 respectively to relocate or recreate³.

Therefore, the City, its agents and contractors incur the following combined annual administrative costs for information management and access:

1,016 misfiled records @ \$120 each:	\$ 121,977
2,541 lost records @ \$250 each:	<u>\$ 635,296</u>
	\$ 757,273 annually

Implementation of a comprehensive, structured RIM program will virtually eliminate these costs by improving record tracking and retrieval time, and drastically reducing misfiled and lost records. Based on these figures, the City's return on investment for total project implementation occurs within 1 year.

Approach

This proposal is separated into several phases. Phases may be implemented according to the City's priority, as determined by the Project Team.

Phases 1 through 4 include a review and inventory of physical records housed in active filing equipment within the Planning, Building, Public Works and Fire Prevention departments. These phases are completed at the City in the departments' offices.

Phase 5 includes an inventory of inactive records maintained by the City Attorney in the City Hall records center. This phase is completed at the City.

Phase 6 integrates the Water Department's records inventory (as completed by staff) into the uniform functional filing index.

When at City facilities, RCS requires a small work area near filing equipment with power and internet access to complete certain project tasks. If the inventory is completed in the recommended ERMS system, RCS requires access to the software server, via RCS computer equipment, with administrative rights to allow importing and exporting data from the system.

³ Figures provided by Coopers & Lybrand, 1999.

ATTACHMENT 1

Proposal for Implementation of a Records Improvement Program

Records Control Services, Inc. (RCS), a firm of information resource management specialists of Oakland, California, proposes to provide professional expertise for the City of Napa (City) by implementing a physical records inventory and other program components, as listed below, to assist with managing, storing, tracking and retrieving documents. Implementation of this program, in its entirety, will provide the basis for a highly efficient management and disposition system for designated records.

The resulting tools will allow the City to improve best records management and information governance practices, and Generally Accepted Recordkeeping Principles^{®4}.

Phases 1 through 4 – Departmental Active Records Inventory & Index

Implementation of these phases provides a uniform, functional filing system for centralized active records within designated departments within the 1600 First Street facility. Inventory reports help develop the UFIRST™ Index to accurately identify record series maintained in the departments and allow management to review and designate records for inactive storage or destruction.

Active file inventory phases are ordered as follows:

- 1. Planning Department**
- 2. Building Department**
- 3. Public Works Department**
- 4. Fire Inspection Department**

Each departmental phase follows the same set of tasks. Depending on the department, the task order may be adjusted, as needed, for efficient phase implementation.

Phase Tasks

1. Introduce the program to Department staff and management.
2. Designate a departmental Records Coordinator as a project point person.
3. Design the UFIRST™ Index for the Department:
 - a. Review the Department's current retention schedules, record series index and records listings, if any.
 - b. Inventory physical records housed in the Department's active filing equipment.
 - c. Develop a comprehensive listing of records series.
 - d. Organize records series by Department function, and divisions or groups within functions.
 - e. Hierarchically assign identification codes to record series.
4. Review the record inventory and draft UFIRST™ Index with the Records Coordinator.
5. Classify records, or confirm classification, into the UFIRST™ Index.
6. Designate any records for inactive storage or destruction, as needed.
7. Prepare designated inactive records for storage:
 - a. Create inactive box entries in the ERMS, if purchased.
 - b. Assign box numbers and labels to inactive boxes.
 - c. Associate inventoried inactive records with the assigned box number.
8. Prepare any obsolete records for destruction approvals, as needed.

In each phase, RCS will complete an inventory of physical file folders maintained in the Department's active filing equipment into a comprehensive Excel spreadsheet. Record entries include:

⁴ ® Generally Accepted Recordkeeping Principles & GARP are trademarked by the Association of Records Managers and Administrators, International.

ATTACHMENT 1

- File folder title
- Record series classification (as determined by RCS principal)
- Date range of documents within the file, where available
- Volume, as needed for multiple records

The inventory will allow RCS to develop the uniform filing index structure to classify and organize records.

The draft UFIRST™ Index and inventory reports are then reviewed with the designated Records Coordinator to classify records, determine activity state and allow purging and destruction. Any records designated for storage are boxed, assigned a box number and prepared for storage.

Records designated as obsolete are boxed, as needed, and prepared for destruction authorization approvals. The Department is responsible for the physical destruction of designated records.

Phase Duration Estimates

- **Phase 1 – Planning Department Records Inventory & Index**

Depending upon staff availability and current RCS client obligations, this phase can be completed in approximately 12 to 14 weeks after initiation.

- **Phase 2 – Building Department Records Inventory & Index**

Depending upon staff availability and current RCS client obligations, this phase can be completed in approximately 18 to 20 weeks after initiation.

- **Phase 3 – Public Works Department Records Inventory & Index**

Depending upon staff availability and current RCS client obligations, this phase can be completed in approximately 19 to 21 weeks after initiation.

- **Phase 4 – Fire Inspection Records Inventory & Index**

Depending upon staff availability and current RCS client obligations, this phase can be completed in approximately 8 to 10 weeks after initiation.

Availability of Department staff for index and inventory reviews is essential to phase completion within RCS time estimates. See the Terms section of this proposal for RCS service details.

Phase 5 – City Attorney Inactive Storage Records Inventory

Implementation of this phase provides an inventory of inactive records stored in the City's records center by the City Attorney's Office. Inventory reports help designated obsolete records for destruction approvals and refine the UFIRST™ Index to accurately identify record series maintained in the City.

Phase Tasks

1. Review box listings, if available, from the department; compare listings to boxes.
2. Review designated records stored in the City Hall Records Center.
 - a. Inventory boxes maintained in the City Attorney's storage area.
 - b. Repackage any records in damaged containers into new boxes, as needed.
 - c. Assign unique identification numbers to, and label, each box.
 - d. Prepare Records Transfer & Destruction Lists for each box.
3. Prepare box reports for department management review.
4. Coordinate relocation of inactive records to the City's storage provider, as needed.
5. Prepare designated obsolete records for destruction approvals.

ATTACHMENT 1

To improve the City's inactive records storage system, RCS will review records maintained in the City Hall Records Center by the City Attorney's Office.

Inactive record listings, if any, are compared to boxes in the Records Center. RCS will inventory records within each box into a department specific Excel spreadsheet for confidentially purposes. Record entries will include:

- File folder title
- Record series classification
- Date range of documents within the file, where available

The inventory will allow RCS to refine the uniform filing index structure to classify and organize records. Any records currently housed in damaged or odd-sized boxes are transferred to new, standard records storage containers from the City's stock.

Inventoried boxes are assigned and labeled with a unique record number, and Records Transfer & Destruction Lists are prepared for each box summarizing the box contents and listing files. A copy is printed and placed on top of records in the box.

After the inventory is completed, summary reports are printed and submitted to department management to determine box disposition. Any obsolete boxes are prepared for destruction approval using the City's destruction authorization forms.

RCS will then coordinate transfer of the remaining inactive records to the City's inactive storage provider, as needed.

RCS will not destroy any City records. Departments are responsible for destruction of any obsolete records after approval.

Phase Duration

Depending upon staff availability and current RCS client obligations, this phase can be completed in approximately 15 to 18 weeks after initiation.

Phase 6 – Water Department Records Inventory Review

Implementation of this phase provides a review and evaluation of the Water Department's internally prepared records inventory to refine the UFIRST™ Index to accurately organize and identify record series maintained in the department.

Phase Tasks

1. Introduce the program to Department staff and management.
2. Designate a departmental Records Coordinator as a project point person.
3. Design the UFIRST™ Index for the Department:
 - a. Review the Department's current retention schedules, inactive box listings and active records inventory, as prepared by the department.
 - b. Develop a comprehensive listing of records series.
 - c. Organize records series by Department function, and divisions or groups within functions.
 - d. Hierarchically assign identification codes to record series.
4. Review the record inventory and draft UFIRST™ Index with the Records Coordinator.
5. Classify records, or confirm classification, into the UFIRST™ Index.

RCS will review active and inactive records inventories as prepared by the Department. The inventory will allow RCS to develop the uniform filing index structure to classify and organize records.

ATTACHMENT 1

The draft UFIRST™ Index and inventory reports are then reviewed with the designated Records Coordinator to classify records, determine activity state and allow purging and destruction.

Phase Duration

Depending upon staff availability and current RCS client obligations, this phase can be completed in approximately 4 to 5 weeks after initiation.

Implementation Requirements

RCS requires a small work area near filing equipment with power and internet access to complete the inventory. RCS requires access to the ERMS software, if purchased, using secure company laptops connected to the City's network, with administrator-level access to the database server via Microsoft SQL Server Management to allow data importing and exporting.

Project Results

Implementation of the program, in total, will provide the City with:

- A complete inventory of physical records housed within active filing equipment in the designated departments.
- An inventory of target inactive records maintained in the City's inactive records center.
- A comprehensive uniform, function-based record series index to classify physical and electronic records.
- Inactive and obsolete records prepared for disposition and destruction approvals according to the City's record retention schedules.
- Improvements to information governance practices and Generally Accepted Recordkeeping Principles®.

Service Terms

- Project tasks are presented in the anticipated order of implementation. RSA reserves the right to modify the order of project tasks to efficiently complete implementation, as necessary.
- ™ UFIRST, Uniform Functional Index of Record Series Terminology and the index structure are trademarked proprietary property of Records Control Services, Inc. 1999. All rights are reserved. All program tasks, recommendations, suggestions and/or other project development information are the proprietary property of Records Control Services, Inc. Any and all information contained in this proposal, or its attachments, if any, shall not be released or made available to any entity outside of the City or its agents.

Disclaimer

All recommendations, management systems, research or other information or work papers resulting from implementation of this proposal are suggestions to the City. The City is responsible for the disposition or destruction of any documents designated active, inactive or obsolete. RCS will not alter or destroy, in any way, City documents, regardless of format, without specific written approval from the City or its authorized agents. RCS will not be responsible for loss or damage to the City or its agents, monetary or otherwise, resulting from implementation of this proposal or program, including, but not limited to, destruction of records by the City, or other damage to or loss of City documents, records and/or other information or sources of information.

In addition to design and implementation of services mentioned above, this proposal may include development of suggested record retention periods and schedules. RCS, its principals, staff and/or agents do not practice law or provide professional legal advice. Record retention periods are often arbitrary time periods based upon industry operational requirements. If required, RCS will perform a reasonable search of specific record retention information resources to obtain

ATTACHMENT 1

suggested retention periods for designated City records and information. The City is responsible for reviewing and approving any suggested retention periods with its legal counsel, the executive management team, and the City Council, prior to implementation and/or document disposition or destruction.

By accepting and implementing this proposal, the City agrees to this disclaimer and all terms mentioned herein, and shall indemnify, defend and hold harmless RCS against any and all loss or damage resulting from the design and/or implementation of recommendations and/or suggestions within this proposal, except to the extent that the loss or damage is caused by the willful misconduct or negligence of RCS.

EXHIBIT B

PHASE IMPLEMENTATION COSTS & PAYMENT SCHEDULES

RCS Professional Fees & Labor include costs for system development and implementation. Implementation costs are billed according to the schedules listed below by phase.

Travel expense estimates include mileage, tolls, lodging and meals when onsite at City offices. Actual expenses are billed periodically as incurred by RCS principals.

- Phase 1 – Planning Department Records Inventory & Index**

Implementation Costs:

RCS Professional Fees and Labor:	\$ 19,580.00
RCS Travel Expenses (estimate):	<u>\$ 3,042.00</u>
Total:	\$ 22,622.00

Payment Schedule:

Progress payment 1: \$4,895.00 at Phase initiation
 Progress payment 2: \$4,895.00 upon completion of 50% of Phase Task 3
 Progress payment 3: \$4,895.00 upon completion of Phase Task 4
 Progress payment 4: \$4,895.00 upon completion of Phase Task 8

- Phase 2 – Building Department Records Inventory & Index**

Implementation Costs:

RCS Professional Fees and Labor:	\$ 31,440.00
RCS Travel Expenses (estimate):	<u>\$ 4,680.00</u>
Total:	\$ 36,120.00

Payment Schedule:

Progress payment 1: \$7,860.00 at Phase initiation
 Progress payment 2: \$7,860.00 upon completion of 50% of Phase Task 3
 Progress payment 3: \$7,860.00 upon completion of Phase Task 4
 Progress payment 4: \$7,860.00 upon completion of Phase Task 8

- Phase 3 – Public Works Department Records Inventory & Index**

Implementation Costs:

RCS Professional Fees and Labor:	\$ 32,180.00
RCS Travel Expenses (estimate):	<u>\$ 4,446.00</u>
Total:	\$ 36,626.00

Payment Schedule:

Progress payment 1: \$8,045.00 at Phase initiation
 Progress payment 2: \$8,045.00 upon completion of 50% of Phase Task 3
 Progress payment 3: \$8,045.00 upon completion of Phase Task 4
 Progress payment 4: \$8,045.00 upon completion of Phase Task 8

- Phase 4 – Fire Prevention Department Records Inventory & Index**

Implementation Costs:

RCS Professional Fees and Labor:	\$ 13,440.00
RCS Travel Expenses (estimate):	<u>\$ 2,106.00</u>
Total:	\$ 15,546.00

ATTACHMENT 1

Payment Schedule:

- Progress payment 1: \$4,569.60 at Phase initiation
- Progress payment 2: \$4,435.20 upon completion of Phase Task 3
- Progress payment 3: \$4,435.20 upon completion of Phase Task 8

- Phase 5 – City Attorney Inactive Storage Records Inventory**

Implementation Costs:

RCS Professional Fees and Labor:	\$ 30,840.00
RCS Travel Expenses (estimate):	<u>\$ 4,212.00</u>
Total:	\$ 35,052.00

Payment Schedule:

- Progress payment 1: \$7,710.00 at Phase initiation
- Progress payment 2: \$7,710.00 upon completion of 50% of Phase Task 2
- Progress payment 3: \$7,710.00 upon completion of Phase Task 3
- Progress payment 4: \$7,710.00 upon completion of Phase Task 5

- Phase 6 – Water Department Records Inventory Review**

Implementation Costs:

RCS Professional Fees and Labor:	\$ 5,920.00
RCS Travel Expenses (estimate):	<u>\$ 468.00</u>
Total:	\$ 6,388.00

Payment Schedule:

- Progress payment 1: \$2,960.00 at Phase initiation
- Progress payment 2: \$2,960.00 upon completion of Phase Task 5

Fee & Payment Terms

- Unless otherwise noted, professional fees for each phase include all costs for labor and are firm for a period of 60 days from the date of this proposal.
- Invoices will be due upon receipt by the City, and payment must be received by RCS within 30 days of the invoice date. If payment is not received within 30 days of the invoice date, the invoice will be resubmitted with a 2.5% finance charge and a \$25.00 administrative fee added to the total invoice amount. Finance charges and administrative fees are compounded for each 30-day late period.
- Additional contact time unrelated to this proposal will be billed at \$200.00 per hour, in 15-minute minimum increments. RCS will notify the City prior to incurring any unrelated contact time and obtain approvals from City management or designated project manager.
- All travel expenses are estimates. Actual expenses will be billed periodically as incurred by RCS staff and principals.
- Project duration estimates depend upon City staff availability and current RCS client obligations. If project implementation is delayed due to availability of City staff, RCS reserves the right to modify payment schedules according to completed project tasks and/or delay timelines.