

Staff Report

Subject: Scan Drawing Archive – Spatial Engineering OCS-01 Change Order #1
Author: Pamela Melser, GIS Coordinator
Department: GIS
Meeting Date: February 15, 2022
Item Description: Change Order to approve a no cost increase contract extension of 60-days by Spatial Engineering to scan and catalog Effingham County's hard copy drawing records library.

Summary Recommendation:

On April 2, 2021 Spatial Engineering submitted an On-Call Services Task Proposal to scan and catalog Effingham County's hard copy drawing records library. The proposal was approved at a regular meeting of the Board of Commissioners on 6/1/2021. The scanning and cataloging project was executed under Spatial Engineering's current contract with the County; PID 20017, RightSpot GIS Services. The contract is currently scheduled to expire on 2/25/2022. In light of timeline impacts cause by staffing shortage due to the Covid-19 pandemic, Spatial Engineering has requested a no cost modification to extend the project expiration date to 4/26/2022.

Executive Summary/Background:

- Original contract cost = 114,556.00
- Change Order #1 = \$0.00
- Contractor has requested an additional 60 days to complete work due to negative staffing impacts due to the Covid-19 pandemic

Alternatives for Commission to Consider

1 - Approve Change Order #1 in the amount of \$0.00 and a revised contract expiration date of April 26, 2022

2 – Take no action / Deny – the contract will expire on the original date of February 25, 2022

Recommended Alternative: Alternative 1

Other Alternatives: 2

Department Review: Asst. County Manager/Development Services/GIS

Original Funding Source: General Fund using a budget amendment from contingency for \$19000.00 for FY21. The balance in the amount of \$95556.00, has been funded by the General Fund in FY22.

Attachments:

1. Spatial Engineering letter
2. January 2022 Progress Report