



COUNTY OF LOS ANGELES

**REGISTRAR-RECORDER/COUNTY CLERK**

12400 IMPERIAL HWY. – P.O. BOX 1024, NORWALK, CALIFORNIA 90651-1024

DEAN C. LOGAN

Registrar-Recorder/County Clerk

January 6, 2009

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**APPROVE AMENDMENT NUMBER SIX TO INCREASE CONTRACT SUM  
ON CONTRACT NUMBER 75002 WITH BROWN'S RIVER BINDERY, INC. FOR  
RESTORATION AND REPAIR OF COUNTY RECORDS INDEX BOOKS  
(ALL DISTRICTS) (3 VOTES)**

**SUBJECT**

Request approval to increase the Contract Sum by \$115,000 to the Agreement with Brown's River Bindery to continue restoration and repair services of County records index books through the contract term ending June 30, 2009.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and instruct the Chairman to sign Amendment Number Six (Amendment) to Contract Number 75002 (Agreement) with Brown's River Bindery, Inc. to increase the total Contract Sum under the Agreement by \$115,000 for a total Contract Sum of \$1,615,000 to allow for the continuation of repair and restoration services (Services) to the County's Vital Records Index Books (VRIBs) and County's Real Property Records Index Books (RPRIBs). Services to the County's VRIBs will be funded by the Recorder Vital and Health Statistics Trust Fund and Services to the County's RPRIBs will be funded by the Recorder Improvement Trust Fund (such funds shall be hereinafter collectively referred to as the Recorder Trust Funds). The Recorder Trust Funds are funded by statutory fees assessed on copies of Vital Records and Real Property recordings and specifically allows the funds to be used for these Services. There is no net County cost.

**PURPOSE/ JUSTIFICATION OF RECOMMENDED ACTION:**

The purpose of the recommended action is to increase the Contract Sum to the Agreement to continue repair and restoration Services to the County's VRIBs and RPRIBs (hereinafter referred to collectively as the Index Books). The Registrar-Recorder/County Clerk (RR/CC) has identified funding from the Recorder Trust Funds in the amount of \$115,000 for use in FY 08-09 to continue the Services. Your Board's approval of the recommended action will increase the Agreement Contract Sum from \$1,500,000 to \$1,615,000 to continue to provide the Services through the current Agreement term ending June 30, 2009.

The County currently has over 30,000 Index Books. The Index Books consist of original handwritten log sheets, many of which include amendments thereto consisting of additional handwritten information that was logged in at a later time. Hundreds have been repaired and restored under this program however; hundreds are still in very poor condition with broken or missing metals, worn and torn coverings, exposed boards, and missing spines, resulting in difficulty in identifying the corresponding years and letter categories. The log sheets now bear the signs of acidic paper that has undergone decades of heavy use and which is now rapidly deteriorating.

The Services provided under the Agreement will halt the rapid deterioration of the Index Books by providing professional paper conservation repair and restoration services to preserve the Index Books for use by current and future generations. The RR/CC does not have the capabilities to perform repair and restoration services in-house.

**Implementation of Strategic Plan Goals:**

This request supports the County strategic Plan as follows:

**Goal No. 1: Service Excellence:** Provide the public with easy access to quality information and services that are both beneficial and responsive. The continuation of repair and restoration services for the County's Index Books will help ensure essential information is preserved for use by current and future generations.

**Goal No. 3: Organizational Effectiveness:** Ensure that service delivery systems are efficient, effective, and goal-oriented. The heavily used Index Books provide another search tool in the public's quest for related information.

**FISCAL IMPACT/ FINANCING:**

The RR/CC has identified \$115,000 from the Recorder Trust Funds in the FY 08-09 budget for the continuation of these Services.

The Contractor has agreed to maintain the prices of labor and materials set forth in the current Agreement through the contract term ending on June 30, 2009. There is no impact to net County cost.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

Your Board is authorized to approve this Amendment pursuant to Government Code Section 31000.

Your Board adopted the original Agreement with Brown's River Bindery, Inc. on June 29, 2004. Brown's River Bindery, Inc. provides all labor, supplies, and support equipment required to perform the specified services. The Agreement term is for three years with two one-year renewal options. The RR/CC has exercised both one-year extensions and the contract term ends on June 30, 2009.

The RR/CC is required to maintain vital records pursuant to Section 27322.2 of the Government Code, and is responsible for recording and maintaining legal documents pertaining to real property ownership, birth, death, and marriage records for the County of Los Angeles. These public records provide historical data of vital importance to the County and the public at large. These records are cataloged in the Index Books, which are maintained in loose leaf form in record binders with canvas hard covers. The VRIBs are stored flat on roller shelves and the RPRIBs are stored flat on roller shelves as well as upright in tab modular shelving and housed in the RR/CC Headquarters facility basement.

The Agreement initially identified and authorized funding for restoration and repair of 200 VRIBs. Due to the overwhelming success of the initial restoration and repair project, the RR/CC exercised its Board delegated authority to increase the Contract Sum, resulting in a total Contract Sum of \$260,000. In 2005, with the expansion of the Service to include RPRIBs, your Board approved an increase to the Contract Sum up to \$1,500,000 and authorized the RR/CC to annually assess, identify and encumber available funds from the Recorder Trust Funds for the provision of Services for the duration of the Agreement term including renewal option years if exercised provided the aggregate encumbrances are within the maximum Contract Sum. To date, 856 Index Books have been repaired and restored at a total contract expenditure of \$1,294,126 with a remaining encumbrance of \$205,874 to cover the cost of Services for 166 of Index Books recently sent to the Contractor. Due to the program's enormous benefits and success, the RR/CC, subject to the availability of trust funds, plans to continue the Service until all of the Index Books are repaired and restored. For the Fiscal Year 08-09, RR/CC identified an additional \$115,000 in the budget to continue Services through the term of the current contract ending in June 2009. Your Board's approval of this request will increase the spending authority and facilitate the encumbrance of the identified funding for continuation of Services through the remainder of the current contract term.

Additionally, RR/CC has continued Service needs to repair and restore the remaining hundreds of Index Books and is in the process of developing a Request for Proposals (RFP) to solicit a new competitively bid contract which will be presented to the Board for approval prior to the expiration of the current contract in June 2009.

The Chief Executive Office has reviewed and approved this Board Letter. County Counsel has reviewed and approved as to form the attached Amendment Number Six.

**IMPACT ON CURRENT SERVICES (OR PROJECTS):**

Approval of the recommended Amendment will allow the RR/CC to continue to repair and restore severely damaged Index Books which are critical to the County's public records archive.

**CONCLUSION**

Upon approval and execution of Amendment Number Six, it is requested that the Executive Officer/Clerk of the Board, return one adopted stamped copy of the approved Board letter and two originally signed copies of the Amendment to:

County of Los Angeles  
Registrar-Recorder/County Clerk  
12400 Imperial Highway, Room 7201  
Norwalk, CA 90650

Attention: Ngozi Ume, Division Manager  
Finance and Management Services

Respectfully submitted,



DEAN C. LOGAN  
Registrar-Recorder/County Clerk

DCL:NU:rl

Attachment (1)

c: Chief Executive Officer  
County Counsel

**AMENDMENT NUMBER SIX  
TO CONTRACT NUMBER 75002  
BETWEEN COUNTY OF LOS ANGELES AND BROWN'S RIVER BINDERY, INC.  
FOR RESTORATION AND REPAIR OF VITAL RECORDS INDEX BOOKS**

This Amendment Number Six (the "Amendment") to Contract Number 75002 (the "Agreement") by and between the County of Los Angeles ("County"), and Brown's River Bindery, Inc. ("Contractor") is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2009. County and Contractor are sometimes hereinafter referred to collectively as the "Parties" and each individually as a "Party."

**WITNESSETH**

**WHEREAS**, the Agreement was originally entered into and approved by the County's Board of Supervisors on June 29, 2004;

**WHEREAS**, under that certain Amendment Number One dated March 4, 2005, the Contract Sum set forth in Subparagraph 5.2 of the Agreement was increased to \$215,000;

**WHEREAS**, under that certain Amendment Number Two dated October 7, 2005, the Contract Sum set forth in Subparagraph 5.2 of the Agreement was further increased to \$260,000;

**WHEREAS**, under that certain Amendment Number Three dated December 20, 2005, the Agreement was further amended to, among other things, (i) further increase the Contract Sum to \$1,500,000 for the continuation of restoration and repair services (Services) to the County's Vital Records Index Books (VRIBs), and (ii) extend Services to County's Real Property Records Index Books (RPRIBs);

**WHEREAS**, under that certain Amendment Number Four dated April 9, 2007, amended the Agreement to (i) extend the term of the Agreement for a one-year period, and (ii) include the revised County contracting Assignment and Delegation provisions; and

**WHEREAS**, under that certain Amendment Number Five, dated June 12, 2008, amended the Agreement to extend the term of the Agreement for the final one-year extension period; and

**WHEREAS**, the Parties wish to further amend the Agreement to increase the Contract Sum; and

**WHEREAS**, this Amendment Number Six is made pursuant to Section 8.4 (Change Notice and Amendments) of the Agreement.

**NOW THEREFORE**, in consideration of the foregoing and for other good and valuable consideration the sufficiency of which is hereby acknowledged, the Agreement, as previously amended, is hereby further amended as follows:

1. Subparagraph 5.2 of Paragraph 5.0 (CONTRACT SUM) of the Agreement is hereby deleted in its entirety and shall be replaced with a new Subparagraph 5.2 to read as follows:

"5.2 The total amount payable under this Contract is One Million Six Hundred Fifteen Thousand Dollars (\$1,615,000) (such amount is hereinafter referred to as the "Contract Sum").

Except as otherwise provided under this Amendment Number Six, the Agreement as previously amended and including all preambles and recitals set forth herein and therein, shall remain unchanged and in full force and effect.

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**AMENDMENT NUMBER SIX TO CONTRACT NUMBER 75002  
BETWEEN COUNTY OF LOS ANGELES AND BROWN'S RIVER BINDERY, INC.  
FOR RESTORATION AND REPAIR OF VITAL RECORDS INDEX BOOKS**

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment Number Six to Contract Number 75002 to be subscribed by its Chairman and the seal of such Board to be hereto affixed and attested by the Executive Office thereof, and Contractor has caused this Amendment Number Six to Contract Number 75002 to be subscribed on its behalf by its duly authorized officer as of the day, month and year first above written. The person signing on behalf of Contractor warrants under penalty of perjury that he or she is authorized to bind Contractor.

**COUNTY OF LOS ANGELES**

ATTEST:

By \_\_\_\_\_  
Chairman, Board of Supervisors

SACHI A. HAMAI  
Executive Officer-Clerk  
of the Board of Supervisors

By \_\_\_\_\_

**BROWN'S RIVER BINDERY, INC.**


By \_\_\_\_\_

Name CHARLES REMMEY

Title PRESIDENT

Tax ID # 03-0295010

APPROVED AS TO FORM:  
RAYMOND G. FORTNER, JR.  
County Counsel

By   
Patrice Salseda  
Deputy County Counsel

EXECUTIVE OFFICE – BOARD OF SUPERVISOR

**AGENDA ENTRY**

DATE OF MEETING:	01/06/2009
DEPARTMENT NAME:	REGISTRAR-RECORDER/COUNTY CLERK
BOARD LETTERHEAD	REGISTRAR-RECORDER/COUNTY CLERK
SUPERVISORIAL DISTRICT AFFECTED	ALL
VOTES REQUIRED	3 VOTES
CHIEF INFORMATION OFFICER'S RECOMMENDATION	N/A

**\*\*\* ENTRY MUST BE IN MICROSOFT WORD \*\*\***

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Instructions: To comply with the Brown Act requirement the reader should fully understand what the department is asking the Board to approve. The recommendation must describe what the action is for; with whom the action is being taken; fiscal impact, including money amounts, funding sources, and effective dates. Also, include an instruction for the Chair(man) or Director to sign when such signature is required on a document.

Recommendation: Approve and sign Amendment Number Six to Agreement with Brown's River Bindery, Inc. to increase contract sum by \$115,000 to continue repair and restoration of the County's Vital and Real Property Index Books through the contract term ending June 30, 2009. Services are funded by Recorder Trust Funds comprised of statutory fees assessed on copies of Vital and Real Property records. There is no net County cost.