

Council Meeting of  
July 20, 2010

Honorable Mayor and Members  
of the City Council  
City Hall  
Torrance, California

Members of the Council:

**SUBJECT: Community Services** – Approval of a contract amendment with PTFS, Inc., to digitize the microfilm of the *Torrance Herald*, newsprint of the *Torrance Press*, and city directories.

**RECOMMENDATION**

Recommendation of the Community Services Director that City Council approve a contract amendment with PTFS, Inc., (C2008-062) extending the term from March 18, 2009, to August 31, 2010.

**Funding**

Not applicable

**BACKGROUND/ANALYSIS**

In April 2008, the City Council accepted and appropriated donations totaling \$40,000 to fund the digitization of Torrance historical newspapers and documents, and approved a contract in an amount not to exceed \$60,000 with Progressive Technology Federal Systems, Inc. (PTFS) for digitizing services.

Library staff consulted with personnel from MCLS (Metropolitan Cooperative Library System) consortium libraries that had experience conducting successful digitization projects to define the scope of the Torrance project and make their best estimate as to the extent of the materials needing conversion (approximately 50,000 images on 71 rolls of microfilm; 18,720 pages of newsprint), as well as a timetable for completion. Four companies were identified and recommended to do the work; PTFS was the vendor with the lowest bid as well as the expertise and experience to complete the digitizing project.

Donations of \$20,000 from both the Torrance Historical Society (THS) and the Friends of the Torrance Library, in addition to \$20,000 from the City of Torrance Contingency Reserve Fund, were used to enter into a one-year contract with PTFS to scan existing copies of newsprint and microfilm, produce uncompressed TIFF images of the *Torrance Herald*, *Torrance Press*, and city directories, transfer the images to external drives, and index the data to subsequently provide title, edition, page, and date searching for library end users.

Unfortunately, staff underestimated the number of images and text files needing conversion, as well as the amount of time required to complete the project; for example, much more time was needed to ship the many volumes back and forth and the size of the historical files and documents was far greater than expected. Insufficient time was also allocated for the verification and quality control process. When the external drives with images were received, Library staff needed additional time to check selected files to insure visual content was legible and of high quality, and verify the files as complete.

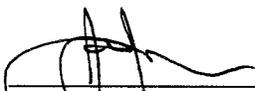
PTFS finished the scanning, imaging, and indexing with delivery of the completed disc drives on April 14, 2010; staff concluded their work verifying quality control May 26, 2010. PTFS submitted their final billing June 22, 2010. All work required of the contractor has been completed and staff is well satisfied with the product. Unfortunately, due to staff transition within the Library Division, the contract term expired as staff were focused on the challenges of the digitization project and as there hadn't been any invoices received from the vendor until the project was complete. It is now necessary to amend the contract with PTFS and extend the agreement term to allow for final billing and payment to be completed. Despite the job being of larger scope, the vendor has agreed that the compensation schedule remain unchanged and no additional funding is being added to the agreement.

Respectfully submitted,

JOHN JONES  
COMMUNITY SERVICES DIRECTOR

By   
Paula J. Weiner  
City Librarian

CONCUR:

  
\_\_\_\_\_  
John Jones  
Community Services Director

  
\_\_\_\_\_  
LeRoy J. Jackson  
City Manager

Attachments: A. First amendment to contract services agreement C2008-062

**FIRST AMENDMENT TO CONTRACT C2008-062**

This First Amendment is made and entered into as of March 19, 2009 (the "Effective Date"), by and between the CITY OF TORRANCE ("CITY"), a Municipal Corporation, and PTFS, Inc., a Maryland Corporation ("CONTRACTOR").

**RECITALS:**

- A. CITY and CONTRACTOR entered into an Agreement on March 18, 2008, whereby CONTRACTOR agreed to digitize the microfilm of the *Torrance Herald* and newsprint of the *Torrance Press* and city directories, producing uncompressed grayscale TIFF images of the newspapers and microfilm at the highest possible setting up to 400 DPI, create OCR (Optical Character Recognition) searchable PDF derivatives of material, provide backup DVD, CD ROMs or external hard drives, provide basic metadata indexing of images (title, edition, date and page), and create microfilm copy of the *Torrance Press* and city directories.
- B. The original Agreement was for a 12-month term, effective March 18, 2008 through March 18, 2009.
- C. CITY and CONTRACTOR now wish to extend the term.

**AGREEMENT:**

1. Paragraph 2, "TERM", is amended to read in its entirety as follows:

**"2. TERM**

Unless earlier terminated in accordance with Paragraph 4 below, this Agreement will continue in full force and effect from the Effective Date through August 31, 2010."

2. In all other respects, the Agreement dated March 18, 2008 between CITY and CONTRACTOR is ratified and reaffirmed and is in full force and effect.
3. The person(s) executing this Agreement on behalf of the CONTRACTOR warrant that (i) the CONTRACTOR is duly organized and existing; (ii) they are duly authorized to execute this Agreement on behalf of the CONTRACTOR; (iii) by so executing this Agreement, the CONTRACTOR is formally bound to the provisions of this Agreement; and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which the CONTRACTOR is bound.

CITY OF TORRANCE,  
a Municipal Corporation

PTFS, Inc.  
a Maryland Corporation

By: \_\_\_\_\_  
Frank Scotto  
Mayor

By: \_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Sue Herbers  
City Clerk

APPROVED AS TO FORM:

JOHN L. FELLOWS III  
City Attorney

By: \_\_\_\_\_  
Jocelyn N. Poblete  
Deputy City Attorney