



LOS ANGELES FIRE DEPARTMENT

RALPH M. TERRAZAS
FIRE CHIEF

February 1, 2016

BOARD OF FIRE COMMISSIONERS FILE NO. 16-020
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TO: Board of Fire Commissioners

FROM:  Ralph M. Terrazas, Fire Chief

SUBJECT: PROPOSED AGREEMENT BETWEEN THE LOS ANGELES FIRE DEPARTMENT AND GRM INFORMATION MANAGEMENT SERVICES OF CALIFORNIA, LLC FOR SCANNING DOCUMENTS WITHIN THE HAZARDOUS MATERIALS CERTIFIED UNIFORM PROGRAM AGENCY (CUPA)

FINAL ACTION:	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Corrections	<input type="checkbox"/> Withdrawn
	<input type="checkbox"/> Denied	<input type="checkbox"/> Received & Filed	<input type="checkbox"/> Other

SUMMARY

This report recommends the Board of Fire Commissioners approval to execute an Agreement with GRM Information Management Services of California, LLC for document scanning and file indexing. The City does not employ sufficient personnel with the required expertise, and it is more economical to have the work performed by a contractor on an as needed basis. The Department, therefore, seeks the services of GRM Information Management Services of California, LLC, who possess the requisite skills, technologies, and proficiencies in these areas. The proposed Agreement is attached for review.

RECOMMENDATIONS

That the Board:

1. Authorize the Fire Chief to execute the proposed Agreement with GRM Information Management Services of California, LLC, subject to approval of the Mayor, and of the City Attorney as to form.
2. Forward this Agreement to the Mayor's Office in accordance with Mayor's Executive Directive No. 3 (Villaraigosa series).

FISCAL IMPACT

The proposed draft agreement provides an amount not to exceed \$155,739.37. The funding will come from the following 3040 accounts:

- E-Commerce (CUPA) - \$60,000 - Acct: 003040-099, Unit: 4004, WO: FD500001, Task: EXPS, SubTask: GENA.
- Fire Marshal's Office Professional Services - \$30,000 - Acct: 003040-090, Unit: 4003, WO: FD600003, Task: EXPS, SubTask: GENA, and Hazardous Materials Program Technical Assistance - \$38,550 - Acct: 003040-100, Unit: 4004, WO: FD500001, Task: EXPS, SubTask: GENA.
- The \$27,189.37 balance will come from the Administrative Services Bureau's 3040 account.

Board report prepared by John N. Vidovich, Deputy Chief, Fire Prevention and Public Safety Bureau.

Attachments

**Due to the large volume of pages of this report
the attachments are not included.**

A copy of the entire report can be obtained by
contacting the Board of Fire Commissioners Office
at (213) 978-3838