

**RESOLUTION NO. \_\_\_\_\_**

**BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

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**RESOLUTION AUTHORIZING AN AMENDMENT TO THE AGREEMENT WITH BMS TECHNOLOGIES TO PROVIDE PRINTING, PROCESSING, AND MAILING SERVICES, FOR THE TERM OF JULY 1, 2017 THROUGH JUNE 30, 2025, TO AN AMOUNT NOT TO EXCEED \$309,712**

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**RESOLVED**, by the Board of Supervisors of the County of San Mateo, State of California, that

**WHEREAS**, on June 6, 2017, this Board approved an agreement with BMS Technologies (BMS) for invoicing, notification, and permit printing for San Mateo County Environmental Health Services (EHS) for the term of July 1, 2017, through June 30, 2022, in an amount not to exceed \$209,712; and

**WHEREAS**, on June 15, 2022, the parties amended the agreement to extend the original term end date to June 30, 2024, to provide continuous permit and notification printing, processing, and mailing services while EHS was conducting a formal solicitation for a records management systems contractor that can provide a mechanism to electronically send out invoices and permits to regulated facilities; and

**WHEREAS**, on February 26, 2024, the parties amended the agreement to increase the amount by \$25,000, to an amount not to exceed \$234,712; and

**WHEREAS**, EHS still requires an equivalent amount of services from BMS in providing a continuous permit and notification printing, processing, and mailing services during EHS' transition from the previous records management system, Envision

Connect, to Salesforce/Incapsulate, LLC. on August 7, 2023, requiring further migration of data from an application platform to a web-based platform; and

**WHEREAS**, BMS has been successful with EHS' division needs during the pandemic providing fee credits for specific businesses and has been supportive with the ongoing changes to meet the fiscal operations; and

**WHEREAS**, both parties wish to amend the agreement by extending the term of the agreement from a current term end date of June 30, 2024, to a new term end date of June 30, 2025, and increasing the amount by \$75,000 to an amount not to exceed \$309,712; and

**WHEREAS**, the Board has been presented with a form of such amendment, has examined, and approved it as to both form and content, and desires to enter into it.

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the President of the Board of Supervisors be and is hereby authorized and directed to execute said amendment for and on behalf of the County of San Mateo, and the Clerk of the Board shall attest the President's signature thereto.

**BE IT FURTHER RESOLVED** that the Chief of San Mateo County Health or designee is authorized to execute contract amendments which modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate) and/or modify the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.