

SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



FROM: Larry W. Ward, Assessor-County Clerk-Recorder

SUBMITTAL DATE:
April 22, 2013

SUBJECT: Amendment No. 1 to the License Agreement with Pictometry International Corporation for additional service of Licensed Products and Licensed Software.

RECOMMENDED MOTION: That the Board of Supervisors:

- 1) Approve and execute the First Amendment to the Agreement for Professional Services with Pictometry International Corporation for Data Entry Services in the amount not to exceed \$39,750.00;
- 2) Authorize the Purchasing Agent, in accordance with Ordinance No. 459, to execute administrative amendments that do not change the substantive terms of the agreement, including adjustments to the cost provided that the unit cost increases do not exceed the CPI.

BACKGROUND: On November 6, 2012, The Board approved Pictometry International Corp. (Pictometry) as a sole provider of aerial images taken from an oblique perspective and packaged with an application that supports: 1) storage and viewing of images of a location from different compass directions; 2) measurement of elevation, structure height, and ground distance from oblique images; and 3) location of a site by Assessor Parcel Number (APN) or Owner Name." As planned, Pictometry's aerial imagery technology will be integrated with the County's new property tax system currently being developed by Thomson-Reuters. This amendment will allow the County to secure the expert services of Pictometry to administer the data input and review process involving apartments, commercial, and industrial property records.

Larry W. Ward
Assessor-County Clerk-Recorder

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 39,750.00	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2013/2014

SOURCE OF FUNDS: Departmental Revenue	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input checked="" type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY:
Karen L. Johnson

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Stone, seconded by Supervisor Ashley and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Stone, Benoit and Ashley
Nays: None
Absent: None
Date: April 30, 2013
xc: ACR, RCIT, Purchasing

Kecia Harper-Ihem
Clerk of the Board
By:
Deputy

Prev. Agn. Ref.: November 6, 2012; #3.17 | **District:** ALL | **Agenda Number:**

3-3

FORM APPROVED COUNTY COUNSEL
 BY:
 Mark Seller, Assistant Director NEAL R. KIPNIS
 Departmental Concurrence
 RCIT
 Kevin K Crawford, CIO
 Purchasing:
 22 Apr 11

Dept't Recomm.: ☐ Consent ☐ Policy ☒
 Per Exec. Ofc.: ☐ Consent ☐ Policy ☒

2013 466 53 6415: 51
 RECEIVED RIVERSIDE COUNTY

The Honorable Board of Supervisors

RE: Amendment No. 1 to the License Agreement with Pictometry International Corporation for additional service of Licensed Products and Licensed Software.

April 22, 2012

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BACKGROUND (Continued):

In compliance with Board Policy H-11 (Acquisition and Management of Information Systems and Services), the Riverside County Technology Standards & Oversight Committee reviewed, and recommended the approval of this proposed information technology acquisition, on April 18, 2013 (Tracking # 26586).

ACR needs to retrieve detailed property information to perform more accurate desk appraisals by quickly locating property and confirming what is being assessed by the use of aerial imagery and data provided by Pictometry. This particular application will assist appraisers with appraising apartments, commercial, and industrial properties; and to support property valuations as mandated.

PRICE REASONABLNESS/ FINANCIAL DATA:

The net price for the services to be provided by Pictometry under this contract amendment is \$39,750. This involves the review and input into the county's data portal of 35,000 Property Record Cards ('PRCs') for apartments, commercial, and industrial properties. Pictometry is providing a standard government discount rate of 5.36% over their retail rate for the County of Riverside.

The Assessor-County Clerk-Recorder is requesting that the Board of Supervisors approve and execute the Amendment No. 1 with Pictometry International Corporation for an amount not to exceed \$39,750.00



RIVERSIDE COUNTY INFORMATION TECHNOLOGY PROCUREMENT FORM
To be completed for all departmental purchases of IT systems, services or renewals

26856
Tracking Number for
Internal Use Only

REQUESTED PURCHASE:	Data Entry Services Utilizing Licensed Products and Licensed Software from Pictometry for the CREST Property Tax System Project		
DEPARTMENT/AGENCY:	ASSESSOR-COUNTY CLERK-RECORDER – CREST DIVISION		
CONTACT NAME/PHONE:	DARIN DEL PIZZO (951) 955-0362 / JAMES MOORE (951) 486-7485		
PURCHASE REQUEST:	<input checked="" type="checkbox"/> NEW EQUIPMENT/SERVICE	<input type="checkbox"/> UPGRADE	<input type="checkbox"/> REPLACEMENT
PURCHASE TYPE:	<input checked="" type="checkbox"/> PROFESSIONAL SERVICES	<input type="checkbox"/> SOFTWARE	<input type="checkbox"/> HARDWARE <input type="checkbox"/> RENEWAL
DESCRIBE REQUESTED PURCHASE	<p>This will be the Amendment No. 1 to the License Agreement with Pictometry International Corporation for additional service of licensed products. ACR is requesting Data Entry Service for Riverside County. APEX ("Sub-Contractor") will perform data entry services for Customer (County), which includes a review of Property Record Cards ('PRCs') for Apartments, Commercial and Industrial properties and entry of specified fields into the County's data portal.</p> <p>NOTE: A FORM 11 will be submitted for Board Approval for this request.</p>		
BUSINESS NEEDS ADDRESSED	<p>To retrieve detailed property information to perform more accurate desk appraisals by quickly locating property and confirming what is being assessed by the use of aerial imagery and data provided by Pictometry. ACR/CREST will be responsible for providing the PDF images of the PRCs to APEX's FTP site. ACR/CREST will be responsible for providing Apex with an install of the utility and database that will be access via the internet. APEX will be respectful of the use of the utility and data and will not distribute or use the software, or data, outside of this project. APEX will provide incremental deliverables to the customer throughout the project. APEX's goal to maintain the consistent data entry of 5000 PRCs, per week, is dependent upon receiving 5000, or more, images, per week, from the County for a total of 35,000 properties. ACR/CREST will be responsible for handling the uploading and merging data of all new data delivered by APEX with the current Property Tax System. APEX anticipates completion of the project within 45 -60 days.</p>		
ARE THERE ANY OTHER COUNTY SYSTEMS THAT PROVIDE THE SAME FUNCTIONALITY?	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> UNKNOWN <p>In compliance with Board Policy H-11 (Acquisition and Management of Information Systems and Services), RCIT reviewed and recommended the approval of Pictometry Aerial Imagery/Application that supports the storage and viewing of images of a location on 8/23/2012 – Tracking Number 24804.</p>		
BUSINESS CRITICALITY <input checked="" type="checkbox"/> Run the business <input checked="" type="checkbox"/> Grow the business <input checked="" type="checkbox"/> Transform the business	BUSINESS IMPACT (SELECT ALL THAT APPLY) <input checked="" type="checkbox"/> Support current operations <input checked="" type="checkbox"/> Reduce Expenses <input checked="" type="checkbox"/> Improve Customer Service <input checked="" type="checkbox"/> Improve Operational Efficiencies		
BUSINESS RISKS	<p>Financial: ACR could lose revenue and be subject to fines and legal sanctions without a process to value property for tax purposes. The Assessor's mission is to locate, inventory and value all taxable and exempt secured and unsecured property in Riverside County in accordance with the applicable constitutional, legislative and administrative provisions.</p> <p>Operational: CREST is implementing a new property tax system, developing a suite of applications that the County will utilize to perform more accurate desktop appraisals. Aerial imagery is an integral part of the new system. This application will assists appraisers with appraising Apartments, Commercial and Industrial properties and to support property valuations as mandated.</p> <p>Customer: The Assessor's goal is to provide its appraisal staff the ability to perform accurate and efficient desktop appraisals. This resource allows the ACR to efficiently utilize limited resources and increase productivity.</p>		



RIVERSIDE COUNTY INFORMATION TECHNOLOGY PROCUREMENT FORM
To be completed for all departmental purchases of IT systems, services or renewals

26856
Tracking Number for
Internal Use Only

ALTERNATIVE SOLUTIONS None	FORM 11- Board Agenda 3.17, dated 11/6/12 – Approved Pictometry International Corporation as a sole source provider without pursuing competitive bids for Aerial Digital Imagery Database/Online Services and Licensed Products that will integrate with the Assessor's existing and future appraisal applications.																														
TRANSACTION	<input checked="" type="checkbox"/> Cash Purchase <input type="checkbox"/> Lease Purchase Lease Years: _____																														
PURCHASE COSTS Hardware: \$ Software: \$ Labor: \$ TOTAL COST: \$39,750.00*	COST BENEFIT ANALYSIS <table border="1"><thead><tr><th></th><th>ALTERNATIVE STATUS QUO</th><th>ALTERNATIVE</th><th>ALTERNATIVE</th></tr></thead><tbody><tr><td>Current Annual Cost</td><td></td><td></td><td></td></tr><tr><td>Ongoing Annual Cost</td><td></td><td></td><td></td></tr><tr><td>Annual Cost Savings</td><td></td><td></td><td></td></tr><tr><td>Net Annual Savings</td><td></td><td></td><td></td></tr><tr><td>Project Implementation Cost</td><td></td><td></td><td></td></tr><tr><td>Project Payback Period? yrs</td><td></td><td></td><td></td></tr></tbody></table> <p>*A discount is offered for the County to scanned 50 PRCs together per PDF file. The discount is \$2,250.00. Using a total estimate of 35,000 PRCs, payment will be \$39,750.00 (\$42,000.00 - \$2,250.00 = \$39,750.00)</p>				ALTERNATIVE STATUS QUO	ALTERNATIVE	ALTERNATIVE	Current Annual Cost				Ongoing Annual Cost				Annual Cost Savings				Net Annual Savings				Project Implementation Cost				Project Payback Period? yrs			
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Ongoing Annual Cost																															
Annual Cost Savings																															
Net Annual Savings																															
Project Implementation Cost																															
Project Payback Period? yrs																															
Department Head Signature: <i>Bob Schuch</i>		Date: 4/15/12																													

RCIT RECOMMENDATION – for purchases and renewals under \$100,000

Recommended: ☐ Yes ☐ No (Non-recommended requests submit to TSOC)

By:

RCIT - APPROVED

Date: 4/18

Chief Information Officer Signature:

Date:

RCIT explanation for non-recommended requests:

TSOC RECOMMENDATION: for purchases and renewals over \$100,000 and RCIT non-recommended purchases or renewals

Recommended: ☐ Yes ☐ No (In no, provide explanation below)

TSOC Chair Signature:

Date:

TSOC explanation for denied requests:

**AMENDMENT TO AGREEMENT DATED 11/6/2012 BETWEEN
PICTOMETRY INTERNATIONAL CORP.
AND
RIVERSIDE COUNTY, CA ASSESSOR**

THIS AMENDMENT ("Amendment"), which includes this cover sheet and the Sections referenced herein is entered into by and between Pictometry International Corp. ("Pictometry") and the customer named above ("Licensee"), and shall supplement and modify the terms of the Agreement dated 11/6/2012, in addition to any and all related addenda, or amendments (collectively, the "Agreement"). To the extent that there is any inconsistency between the terms set forth in this Amendment and those set forth in the Agreement, the terms set forth in this Amendment shall prevail.

DESCRIPTION OF PRODUCTS (the "Products"):

Section A: Licensed Products

MODIFICATION TO AGREEMENT:

This Amendment to License Agreement is for additional deliverables, as noted in Section A, to the original License Agreement dated 11/06/2012. All other Licensed Products and Licensed Software, terms and conditions remain in full force and effect.

Payment Terms: Licensee acknowledges and agrees that by signing this Agreement, Licensee shall have thirty (30) days from receipt of shipment, to accept and pay in full to Pictometry, all fees under this Agreement.

Scope of Work – THE FOLLOWING REPRESENTS THE SERVICES TO BE PERFORMED FOR THE MISC. FEE SHOWN ON THE ORDER FORM: Riverside County Data Entry. Data Entry Overview:

Apex will perform data entry services for Customer ('County'), which includes a review of Property Record Cards ('PRCs') for Apartments, Commercial and Industrial properties and entry of specified fields into the County's data portal.

The County is responsible for providing PDF images of the PRCs to Apex's FTP site. The rate at which the County provides the PDFs to Apex can adversely affect the production speed and the timeframe of deliveries (see 'Project Timeline' Section). Apex understands the PDFs will not be delivered in separate groups of apartments, commercial and industrial and will create a methodology to improve the efficiency of production. The County shall send a PDF containing multiple PRCs.

The County may prefer that Apex work over the internet. If so, Apex would need to check the connectivity to verify there will be no lag in entering the data (this would cause additional time and additional cost to the County. If this is not possible, the County is responsible for providing Apex with an install of the utility and database that will be installed locally on analysts' computers in an effort to mitigate problems that working over the internet (e.g. Citrix) may pose. Apex will be respectful of the use of the utility and data and will not distribute or use the software, or data, outside of this project.

Apex will provide incremental deliverables to the customer throughout the project. It is the Customers sole responsibility to handle the upload and merging of all new data delivered by Apex with their current system.

Data Entry Details:

Commercial Buildings (Commercial cards)

1. Click the Commercial Building button from the left column of the home page.
2. Type in Assessment number and click Filter (the assessment number is the name of the PDF), the record will display below.
3. Click Details to enter data entry screen for that assessment record.
4. Click Edit.
5. Enter MS Occupancy from drop down box (found notated on upper left of card as 'occ:')
6. Enter MS Rank
7. Enter Construction Type (found in the Class B Shape field in the upper left) type in the first character, e.g. C)
8. Enter Quality Class from the drop down box (found after the letter used as for the construction type) select the number from the drop down box, e.g., 6.0.
9. Enter number of Stories (found in the Stories field)
10. Enter Year Built (found in the Effect Year field)
11. Enter SquareFootage (usually found in the first line in the Unit field called Shell, if not it will be the largest square footage (ignore asphalt paving). Do not enter decimals.
12. Click Update.

Industrial Building (Industrial cards)

1. Click the Industrial Building button from the left column of the home page.
2. Type in Assessment number and click Filter (the assessment number is the name of the PDF), the record will display below.
3. Click Detail to enter data entry screen for that assessment record.
4. Click Edit.
5. Enter MS Occupancy from drop down box (found notated on upper left of card as 'occ:')
6. Enter MS Rank
7. Enter Construction Type (found in the Class B Shape field in the upper left) type in the first character, e.g. C)
8. Enter Quality Class from the drop down box (found after the letter used as for the construction type) select the number from the drop down box,

APR 30 2013 3-3

e.g., 6.0.

9. Enter number of Stories (found in the Stories field)
10. Enter Year Built (found in the Effec Year field)
11. Enter SquareFootage (usually found in the first line in the Unit field called Shell, if not it will be the largest square footage (ignore asphalt paving). Do not enter decimals.
12. Click Update.

Apartments (Residential Income Cards)

1. Click the Apartment button from the left column of the home page.
2. Type in Assessment number and click Filter (the assessment number is the name of the PDF), the record will display below.
3. Click Detail to enter data entry screen for that assessment record.
4. Click Edit.
5. Enter Construction Type (found in the Class B Shape field along the top of the card) type in the first character, e.g. C)
6. Enter Quality Class from the drop down box (found after the letter used as for the construction type) select the number from the drop down box, e.g., 6.0.
7. Enter number of Stories (found in No. Sty field along the top of the card)
8. Enter Year Built (found in the YR. BLT. field on the top of the card)
9. Enter SquareFootage (found in Main Imp field along the top of the card). Do not enter decimals.
10. Enter Units in the appropriate field according to the information found in the Units section of the card, e.g., 2BR 2 Bath 16
11. Click Update.

Project Timeline:

Based on the following chart, Apex anticipates completion of the project by 07/01/13 or 60-90 calendar days from Apex receiving the PDF PRCs - whichever occurs last. Apex's goal to maintain the consistent data entry of 5000 PRCs, per week, is dependent upon receiving 5000, or more, images, per week, from the County. The County will need to supply each allotment of PRC images with at least one week lead time to be placed in queue and scheduled for production. For example, for the production work scheduled to be performed for the week of April 8th through April 14th, the County must supply the PRC images to Apex on or before May 6th. If the County does not keep up with the demand for images, Apex cannot guarantee the target completion date will be met.

Week of	Images to Apex	Data Entry Complete
05/06/13	5000	
05/13/13	5000	5000
05/20/13	5000	5000
05/27/13	5000	5000
06/3/13	5000	5000
06/13/13	5000	5000
06/17/13	5000	5000
07/01/13		5000
Total	35000	35000

FEES AND PAYMENT TERMS (the "License Fees"):

Any fees referred to in this Amendment are in United States dollars and do not include any duties, taxes (including, without limitation, any sales, use, ad valorem or withholding, value added or other taxes) or handling fees, all of which are exclusive of other fees to be paid by Licensee to Pictometry and which duties, taxes and fees will be paid by Licensee without reducing any amount owed to Pictometry unless documentation of tax exemption is provided to Pictometry prior to billing. Any amount payable by Licensee that is not paid within 30 days after its invoice date will accrue interest at the rate of 1.5% per month or at the maximum lesser rate allowed by law. In addition to any applicable interest, Licensee will pay Pictometry all costs it incurs to collect any amount due under this Amendment and any other Amendment(s) or Addenda to the Agreement described above, including but not limited to, attorneys' fees and court costs.

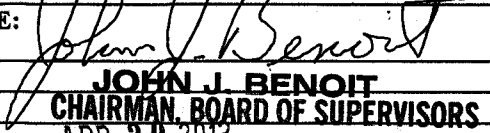

LICENSEE NOTICE ADDRESS	PICTOMETRY NOTICE ADDRESS
4080 Lemon Street, 6th Floor	100 Town Centre Drive, Suite A
Riverside, CA 92502	Rochester, NY 14623
Attn: Darin Del Pizzo,	Attn: Director, Contract Administration
Phone: (951) 955-0425 Fax:	Phone: (585) 486-0093 Fax: (585) 486-0098

Any modifications of this Amendment must be in writing and duly executed by an authorized representative of each Party hereto. Any purchase order or similar document that Licensee may issue in connection with this Amendment will be for ordering purposes only and that any terms and conditions on such purchase order will be of no force or effect.


IN WITNESS WHEREOF, this Amendment is hereby duly executed by an authorized representative of each Party hereto and shall not become effective until execution by both Parties.


PARTIES:

"LICENSEE"	"PICTOMETRY"
NAME:	PICTOMETRY INTERNATIONAL CORP.
(entity type)	a Delaware Corporation

SIGNATURE: 	SIGNATURE: 
NAME: JOHN J. BENOIT	NAME: LINDA K. SALPINI
TITLE: CHAIRMAN, BOARD OF SUPERVISORS	TITLE: SENIOR VP, FINANCE
DATE: APR 30 2013	DATE: 04-23-13

ORIGINAL CONTRACT (HARD COPY) MUST BE RECEIVED BY PICTOMETRY WITHIN 10 DAYS FROM DATE OF SIGNING.

FORM APPROVED COUNTY COUNSEL
 BY:  4/22/13
 NEAL R. KIPNIS DATE

ATTEST:
 KECIA HARPER-IHEM, Clerk
 By 
 DEPUTY

SECTION A**PRODUCTS**

Pictometry International Corp.
100 Town Centre Drive, Suite A
Rochester, NY 14623

ORDER #

C127008

BILL TO

Riverside County, CA Assessor
Darin Del Pizzo
4080 Lemon Street, 6th Floor
Riverside, CA 92502
(951) 955-0425
ddelpizz@asrclrec.com

SHIP TO

Riverside County, CA Assessor
Darin Del Pizzo
4080 Lemon Street, 6th Floor
Riverside, CA 92502
(951) 955-0425
ddelpizz@asrclrec.com

CUSTOMER ID	SALES REP	TERM OF CONTRACT	NUMBER OF FLIGHTS
A116630	DPeck	N/A	N/A

QTY	PRODUCT NAME	PRODUCT DESCRIPTION	LIST PRICE	DISCOUNT PRICE/TYPE	AMOUNT
35000	Fee - Misc	Miscellaneous contract fee.	\$1.20	\$1.14	\$39,748.80
				Project Discount	
1	Fee - Misc	Miscellaneous contract fee.	\$1.20		\$1.20

Thank you for choosing Pictometry as your service provider.	TOTAL	\$39,750.00
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PAYMENT TERMS

Due 30 Days After Final Delivery and Acceptance \$39,750.00

Total Payments \$39,750.00