

CONTRACT NO. 230109-JL
FOR ARC RECORDS DIGITIZATION PROJECT

THIS CONTRACT is being entered into, effective as of _____, by and between the City of Las Vegas (hereinafter the "City"), a municipal corporation within the State of Nevada having its principal office at 495 South Main Street, Las Vegas, Nevada 89101, and VIATRON SYSTEMS, INC., (hereinafter the "Company"), a corporation organized and existing under the laws of the State of California, having its principal office at 18233 S. Hoover Street, Gardena, California 90248.

SECTION A – Contract Overview

A-1 Summary of Contract [CAO-12/30/2020]

This Contract sets forth the terms and conditions for the performance of services described herein, and the execution hereof by the parties hereto forms a legally binding contract. This is a Non-Exclusive Contract.

(a) Contract Synopsis The legally binding Scope of Work is more fully defined in Section C	The Scope of Work of this Contract is for scanning, digitizing, enhancing and indexing various legacy media types stored at the City of Las Vegas Archive and Records Center (ARC) as further described herein.		
Performance Dates The Performance Period is more fully defined in Section A-2	Award Date See first paragraph	Expiration Date January 31, 2025	Option Periods None
Contract Type As defined in Section B-1	The contract type is Time and Material.		
Contract Amount Not-to-Exceed Amounts are subject to Section C-2	Base Contract Amount, Not-to-Exceed \$781,949	Contingency Amount Not-to-Exceed \$418,051, for any required supplemental services authorized through City issued Purchase Order(s).	

(b) Contract Exhibits / Attachments The following documents are hereby incorporated into this Contract
Exhibit A – Company RFP Response dated July 12, 2023, Excerpted (sections 1 and 2 only), 13 pages Exhibit B – Fees, 2 pages Attachment 1 – Certificate – Disclosure of Ownership and Principals, dated July 5, 2023, 2 pages

(c) City Project Manager Per Section D-4, (a)	Name Patricia Cabrera	Phone 702-229-4229	Email pcabrera@lasvegasnevada.gov
Company Representative Per Section D-4, (b)	Name Geoff Erwin	Phone 310-756-0607	Email gerwin@viatron.com

(d)

City Legal Notice Representative per Section E-1			
Company Legal Notice Representative Per Section E-1	Name & Title Geoff Erwin, President	Address 18233 S. Hoover St. Gardena, CA 90248	Email gerwin@viatron.com

A-2 Performance Period [CAO-12/30/2020]

- (a) The performance period commences on the Award Date and continues through the Expiration Date.
- (b) The City reserves the right to temporarily extend this Contract for up to one hundred eighty (180) calendar days from the Expiration Date, for any reason.

SECTION B – Basic Terms**B-1 Definitions [CAO-08/28/19][R]**

The following definitions apply to this Contract:

- (a) *“Award Date”* means the date that a Contract becomes effective. It is the date entered into the first paragraph of a Contract upon execution by an authorized representative of the City.
- (b) *“Contract”* means this document, consisting of Sections A through E, and the exhibits and attachments attached hereto, which is binding and effective only upon execution by the City.
- (c) *“Contract Amount”* means the maximum amount of compensation that may be paid to the Company for performance of the Contract, which includes, without limitation, compensation for all direct and indirect expenses.
- (d) *“Deliverable”* means any report, software, hardware, data, documentation or other tangible item that the Company is required to provide to the City under the terms of the Contract.
- (e) *“Non-Exclusive Contract”* means a Contract under which the City agrees to obtain some, but not necessarily all, of the City's requirements for a particular service.
- (f) *“Time and Material Contract”* means a contract that provides for payment of labor worked at fixed hourly rates by labor category and/or for services with established unit pricing, and for the payment of materials that were used or consumed directly in connection with performing the Contract. The Contract price is established as a not-to-exceed amount.

SECTION C – Scope of Work**C-1 Scope of Work**

Services will be provided in accordance with Exhibit A – “Company RFP Response dated July 12, 2023” and the Scope of Work set forth below:

The Company shall scan and index all records submitted by the City, with conversion of each into an appropriate digital format specified by the City, which may be PDF, PDF-A, JPG, BMP, TIF, etc. Media types include, but are not limited to:

- a. 30,099 Building & Safety (B&S) hardcopy plans, in sizes 18"x24", 24"x36", and 36"x48"; (estimated total of 1,243,862 pages) and
- b. Up to 8,000 Microfiche Films (4"x6" in size) for zoning, land use and maps dating back to 1951; and,
- c. Microfilm Rolls, which are 16mm in size, which include building and business permits dating back to 1929; Woodlawn Cemetery deeds, permit registers and billing memos dating back to 1941, historical mixed subjects dating back to 1947, and 24 years of inmate records, all totaling approximately 4,500 rolls.

Plans media consists of both monochromatic and color documents. Some documents may be stapled or otherwise bound together with each having a unique barcode number, which is used to track it on the City's records management system – Micro Focus Content Manager (MFCM). Barcodes are placed on toe tags, which are then applied to the plans for identification purposes.

Digitized versions of these records shall be an end-to-end digitized, suitable for insertion into the City's MFCM application. All work shall be performed at the Company's Las Vegas facility located at 3634 S. Maryland Parkway, Suite 101, Las Vegas, Nevada.

Pickups and deliveries by Company, which shall be at no cost to the City, must occur during the City's normal business hours which are Monday through Thursday from 7:00 AM to 5:30 PM, excluding recognized holidays. Appointments for pickup or delivery of media shall be made by the Company to the City at least 2 working days in advance of occurrence.

City will provide adequate staff resources as needed during the digitizing effort, including the Enterprise Records Officer, Administrative Officer, Records Quality Assurance Officer, and Records Technicians.

Weekly recurring status meetings (which may be telephonic or online videoconference type) shall be held for the Company to provide status updates during the digitization effort.

Records returned to the City shall not be shuffled together or otherwise comingled in a manner which would preclude the City's easy differentiation or identification of records. Prior to Offeror(s) return of records to the City, validation of overall quality and clarity of each digitized image or records will be performed by the Company, along with verification of proper and appropriate indexing of each file.

The Company shall provide all required hardware, software, and personnel necessary to perform conversions or scanned images and electronic indexing for all of the records submitted by the City. This work shall include:

- a. Picking up all records at the beginning of the job; and
- b. Providing an Excel version of the index including the fully qualified file name for each image or converted record; and
- c. Returning the records in the same order and container in which they were originally picked up.

The sequence of media digitization tasks performed shall be at the direction of the City Project Manager.

Methodology used by the Company will ensure quality of the final product, which will include the following factors: appropriate density, contrast, and brightness, as well as with minimized skew and speckle, visual quality, etc. Company will determine the best scale and format to use to render the highest quality image in either color or black and white format, including optical character recognition (OCR) attribute. Company shall ensure integrity, security, and privacy of all records, and shall at all times take steps to prevent the occurrence of theft, loss, or unauthorized copying of records, which shall remain in Company's custody until the scanning/indexing/conversion process is complete or until requested for quality control by the City.

Data shall be delivered to the City by the Company via SFTP or encrypted hard drive throughout the duration of the project.

City will perform final quality control on the returned digital images/files. At no additional charge to the City, Company will rescan, reconvert, or correct indexing of any records or files that the City deems unacceptable. In no event may Offeror(s) discard or destroy any City records, for any reason.

Company shall not delete digital copies for at least 90 days after the City has been notified in writing that the files have been completed and uploaded to the cloud storage location.

Certified shredding of any media processed under this Contract may be performed by the Company at the request of the City, at no additional cost.

C-2 Deliverables/Schedule/Fees

(a) The Company shall provide the following Deliverables in accordance with the following delivery schedule.

Item No.	Description	Delivery Schedule
1	Digitized data converted from City records	Weekly, or as otherwise agreed to between parties
2	Index of data in .xlsx format	Weekly, or as otherwise agreed to between parties

(b) The City will pay the amounts set forth in "Exhibit B – Pricing" attached hereto for actual services provided by the Company to the City.

SECTION D – Special Conditions

D-1 Payment [CAO-4.2020]

- (a) Payment Payment to the Company will be made only for the actual services performed and accepted by the City, upon receipt of an invoice submitted in accordance with Section D-3, “Invoices”.
- (b) Reimbursable Travel Expenses There are no reimbursable travel expenses authorized or payable under this Contract.

D-2 Fee Revisions [CAO-08/28/19]

For the term of this Contract, fees shall remain firm.

D-3 Invoices [CAO-9/2020]

- (a) The Company will submit a timely detailed invoice to the City within sixty (60) days semi-monthly, for work performed to date.. Each invoice shall contain the following information:
- (i) the date of the invoice and invoice number;
 - (ii) the Purchase Order number;
 - (iii) the Contract Item against which charges are made;
 - (iv) a manifest reflecting media types, quantities, and an index of records digitized and processed including unique Company VT-ID #s listed; and
 - (v) the performance dates covered by the invoice.
- (b) Upon reconciliation of all errors, corrections, credits, and disputes, payment to the Company will be made in full within thirty (30) calendar days. **Invoices received without a valid Purchase Order number will be returned unpaid.** If the Company does not timely submit a detailed invoice to the City as required herein, the City shall not have any obligation or liability to effect any payment for said late invoice. The City shall also not be liable for any errors or omissions in an invoice once said invoice is paid by the City, all of which shall be expressly waived by Company. Notwithstanding the foregoing, this paragraph shall in no way waive the City's rights and remedies should the City find any errors or omissions in an invoice before or after said invoice is paid by the City.

The Company shall submit the original invoice to:

Department of Finance
ATTN: Accounts Payable
City of Las Vegas
495 South Main Street, 4th Floor
Las Vegas, NV 89101–2986

- (c) The Company shall forward a copy of the invoice to the City's Project Manager, identified in Section A-1 (c), “Project Manager/Company Representative”, with the following items:
- (i) Detailed breakdown of quantities and type of media converted, including pickup date(s) and return date(s).
- (d) The City may subtract or offset from any unpaid invoice from the Company any claims, which the City may have incurred for failure of the Company to comply with the terms, conditions or covenants of this Contract, or any damages, costs and expenses caused by, resulting from, or arising out of the negligent act or omission of the Company in the performance of the services under this Contract. Within ten (10) calendar days, the City shall provide a written statement to the Company of the off-set which has been subtracted from any payment to the Company along with appropriate documentation and receipts, if any, and a description of the failure, error or deficiency attributed to the Company. The Company may dispute the right or amount of the off-set made by the City by providing written notification to the City within ten (10) calendar days after receipt of the City's written notice. The City shall provide a written response to the Company within ten (10) calendar days of receipt of the Company's written dispute notice. If the Company disputes the City's determination, the Company may file a claim pursuant to Section E-2, “Disputes” of this Contract.

D-4 Project Manager/Company Representative [CAO-8/28/19]

- (a) The City's designated Project Manager for this Contract is named in Section A-1 (c). The City will provide written notice to the Company should there be a subsequent Project Manager change. The Project Manager will be the Company's principal point of contact at the City regarding any matters relating to this Contract, will provide all general direction to the Company regarding Contract performance, and will provide guidance regarding the City's goals and policies. *The Project Manager is not authorized to waive or modify any material scope of work changes or terms of the Contract.*
- (b) The Company's designated Company Representative for this Contract is named in Section A-1 (c). The Company will provide written notice to the City should there be a subsequent Company Representative change. The City has the right to assume that the Company Representative has full authority to act for the Company on all matters arising under or relating to this Contract.

D-5 Insurance [CAO-3/31/22]

- (a) The Company shall procure and maintain, at its own expense, during the entire term of the Contract, the following coverage(s):
- (i) Industrial/Workers' Compensation Insurance protecting the Company and the City from potential Company employee claims based upon job-related sickness, injury, or accident, during performance of this Contract, and must submit proof of such insurance on a certificate of insurance issued by an insurer qualified to underwrite workers' compensation insurance in the State of Nevada, in accordance with NRS 616A-616D, inclusive. If Company is a sole proprietor, it will be required to submit an affidavit indicating that the Company has elected not to be included in the terms, conditions and provisions of NRS 616A-616D, inclusive, and is otherwise in compliance with those terms, conditions and provisions. The Company's Workers' Compensation policy shall have a waiver of subrogation endorsement in favor of the City of Las Vegas.
 - (ii) Commercial General Liability Insurance (bodily injury, property damage) with respect to the Company's agents assigned to the activities performed under this Contract in a policy limit of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate, for bodily injury, products, completed operations, personal injury and property damages. Such coverage shall be on an "occurrence" basis and not on a "claims made" basis, and be provided on either a Commercial General Liability or a Broad Form Comprehensive General Liability (including a Broad form CGL endorsement) insurance form. The form must be written on an ISO Form CG 00 01 10 01, or an equivalent form. The Company's General Liability policy shall have a waiver of subrogation endorsement in favor of the City of Las Vegas, and shall be endorsed to include the City, its officers, and employees as additional insured.
 - (iii) Commercial Automobile Liability Insurance of limits no less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage to include, but not be limited to, coverage against all insurance claims for injuries to persons or damages to property which may arise from services rendered by Company and any auto used in the performance of services under this Contract. The policy must insure all vehicles **owned** by the Company and include coverage for **hired** and **non-owned** vehicles. If the services requested do not require the use of the vehicle to perform, the Commercial Automobile Liability Insurance requirements as described in this paragraph do not apply. The Company's Automobile Liability policy shall have a waiver of subrogation endorsement in favor of the City of Las Vegas, and shall be endorsed to include the City, its officers, and employees as additional insured.
 - (iv) The Company shall also maintain coverage for cyber liability, network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Company's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public Data – including but not limited to, confidential or medical or private/personal identifiable information, transmission of a computer virus, or denial of service. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Company in this Contract and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. Such coverage shall be in a minimum amount of \$2,000,000, combined single limit and in the aggregate, for the period of time covered by this Contract.

- (b) The Company must provide compliant certificates of insurance and required endorsements to the City or its designated certificate tracking service immediately upon request. The Company shall maintain coverage for the duration of this Contract, and any renewal periods if applicable. The Company shall annually provide the City's designated certificate tracking service with a certificate of insurance and endorsements as evidence that all insurance requirements have been met. A certified, true, and exact copy of each of the project specific insurance policies (including renewal policies) required under this Section shall be provided to the City or its designated certificate tracking service if so requested.
- (c) All required aggregate limits must be disclosed and amounts entered on the certificate(s) of insurance. The certificates must identify the Contract number, the Contract description, and for internal City routing purposes only the name of the appropriate City division/department. The Company and/or insurance carrier shall provide the City with a 30-day advance notice of policy modification, cancellation, or erosion of insurance limits, sent by certified mail "return receipt requested".
- (d) The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer and licensed by the State of Nevada. Each insurance carrier's rating as shown in the latest Best's Key Rating Guide shall be fully disclosed and entered on the required certificate of insurance. The City requires insurance carriers to maintain a Best's Key minimum rating of A- VII, A- VIII, A- IX, A- X, or higher. The adequacy of the insurance supplied by the Company, including the rating and financial health of each insurance carrier providing coverage, is subject to the approval of the City.
- (e) All deductibles and self-insurance retentions shall be fully disclosed in the certificate of insurance. No deductible or self-insured retention may exceed \$25,000 without the prior written approval of the City.
- (f) **Companies requesting increased deductibles or self-insured retentions must provide the City a written request stating the desired amounts along with recent audited financial statements for review. The City will review the request and determine if the requested deductibles or self-insured retentions are acceptable. In the event the request for increased deductibles or self-insured retentions is denied, the Company is obligated to provide the deductibles or self-insured retentions established in the Contract at no additional expense to the City.**
- (g) If the Company fails to carry the required insurance, the City may (i) order the Company to stop further performance hereunder, declare the Company in breach, pursuant to Section E-5, "Event of Default", terminate the Contract if the breach is not remedied and, if permitted, assess liquidated damages, or (ii) purchase replacement insurance and withhold the costs or premium payments made from the payments due to the Company or charge the replacement insurance costs back to the Company.
- (h) Any subcontractor or subconsultant approved by the City shall be required to procure, maintain, and submit proof of insurance to the City of the same insurance requirements as specified above, and as required in this paragraph.
- (i) The Company is encouraged to purchase any additional insurance it deems necessary.
- (j) The Company is required to remedy all injuries to persons and damage or loss to any property of the City caused in whole or in part by the Company, its subcontractors or anyone employed, directed, or supervised by the Company.

D-6 Warranty – Services [CAO-3/31/2022]

Company warrants that the services shall be performed in full conformity with this Contract, with the professional skill and care that would be exercised by those who perform similar services in the commercial marketplace, and in accordance with accepted industry practice. In the event of a breach of this warranty, or in the event of non-performance or failure of the Company to perform the services in accordance with this Contract, the Company shall, at no cost to the City, re-perform or perform the services so that the services conform to the warranty.

The Company warrants that the Services and Deliverables will be free of harmful code such as viruses, Trojan horses, worms, time bombs, disabling code, malware, or other harmful computer code, file or program (including without limitation password guessing programs, decoders, password gatherers, keystroke loggers, cracking tools, and/or encryption circumvention programs).

D-7 Holidays/Weekends [CAO-01/20/16] R

The Company is excused from performance on weekends and the following legal holidays (on the actual day the holiday is observed):

Martin Luther King's Birthday
President's Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Nevada Admission Day
Veterans Day
Thanksgiving Day and Friday After
Christmas Day
New Year's Day

D-8 Liquidated Damages [CAO-01/20/2016]

Assessment of liquidated damages does not apply to this Contract.

SECTION E – General Conditions**E-1 Legal Notice** [CAO-4/2020]

- (a) Any notice required to be given hereunder shall be deemed to have been given when written notice is (i) received by the party to whom it is directed by personal service; (ii) three (3) days after deposit with the United States Post Office, by registered or certified mail, postage prepaid and addressed to the party to be notified at the address for such party; (iii) one (1) day after deposit with a nationally recognized air courier service such as FedEx; or (iv) by an email sent to the email address of the recipient stated in this Section. All notices shall be effective upon receipt by the party to which notice is given or if it is delivered by email, when the recipient acknowledges having received that email, with an automatic "read receipt" not constituting acknowledgment of an email for notice purposes. Either party hereto may change its address by giving ten (10) days advance notice to the other party as provided herein. Phone and fax numbers, if listed, are listed for information only:

FOR THE CITY:	Manager, Purchasing and Contracts City of Las Vegas 495 South Main Street, 4th Floor Las Vegas, Nevada 89101-2986 Fax: (702) 384-9964 Email: purchasing@lasvegasnevada.gov
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FOR THE COMPANY:	As Noted in Section A-1 (d) of the Contract:
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- (b) The parties shall provide written notification of any change in the information stated above.
- (c) For purposes of this Contract, legal notice shall be required for all matters involving potential termination actions, litigation, indemnification, and unresolved disputes. This does not preclude legal notice for any other actions having a material impact on the Contract.
- (d) Routine correspondence should be directed to the Project Manager or the Company Representative, as appropriate.

E-2 Disputes [CAO-4/2020]

- (a) For each claim or dispute arising between the parties under this Contract, the parties shall attempt to resolve the matter through escalating levels of management. In the event the matter cannot be successfully resolved in this manner, the City is granted the sole right, regardless of which party is asserting the claim or dispute, to determine between arbitration and litigation as the forum in which the party desiring to proceed further shall file to resolve the claim or dispute. For any and all claims or disputes asserted by the Company, the Company shall notify the City of its intent to proceed further with the claim or dispute and in response thereto, the City shall notify the Company as to its selected forum for resolution. For any and all claims or disputes asserted by the City, the City shall notify the Company in the notice of its intent to

proceed with further resolution whether it has selected arbitration or litigation as the forum to resolve the claim or dispute. In the event arbitration is the designated forum, such arbitration shall be binding on the parties.

- (b) If arbitration is selected by the City as the forum for further resolution, the claim or dispute shall be filed with the American Arbitration Association under its then current Commercial Arbitration Rules, Expedited Procedures, regardless of the amount of the claim or dispute.
- (c) The laws of the State of Nevada shall govern the validity, construction, performance, and effect of this Contract, without giving effect to its conflict of law provisions. If arbitration is selected, each party hereto consents to, and waives any objection to, venue being the offices of the American Arbitration Association located in Las Vegas, Nevada, or other venue mutually agreed by the parties. If litigation is selected, each party hereto consents to, and waives any objection to, the State courts located in the County of Clark, State of Nevada as the proper and exclusive venue for any disputes arising out of or relating to this Contract or any alleged breach thereof. Each party hereby waives trial by jury in any action, proceeding or counterclaim brought by either of them against the other on any matters whatsoever arising out of or in any way connected with this Contract.

E-3 Notice of Delay [CAO-01/20/16]

- (a) If timely performance by the Company is jeopardized by the non-availability of City provided personnel, data, or equipment, the Company shall notify the City immediately in writing of the facts and circumstances causing such delay. Upon receipt of this notification, the City will advise the Company in writing of the action which will be taken to remedy the situation.
- (b) The Company shall advise the City in writing of an impending failure to meet established milestones or delivery dates based on the Company's failure to perform. Notice shall be provided as soon as the Company is aware of the situation; however, such notice shall not relieve the Company from any existing obligations regarding performance or delivery.

E-4 Termination for Convenience [CAO-08/22/2019]

The City shall have the right at any time to terminate further performance of this Contract, in whole or in part, for any reason whatsoever (including no reason). Such termination shall be effected by written notice from the City to the Company specifying the extent and effective date of the termination. On the effective date of the termination, the Company shall terminate all work and take all reasonable actions to mitigate expenses. The Company shall submit a written request for incurred costs for services performed through the date of termination, and shall provide any substantiating documentation requested by the City. In the event of such termination, the City agrees to pay the Company within thirty (30) days after receipt of a correct, adequately documented written request. The City's sole liability under this Section is for payment of costs for goods and services requested by the City and actually performed by the Company.

E-5 Event of Default [CAO-12/30/2020]

- (a) If, during the term of this Contract, the Company (i) fails to deliver services that comply with the Scope of Work, (ii) fails to deliver the services within the time specified in the Purchase Order or Scope of Work or any extension thereof, (iii) fails to make progress so as to endanger the performance of this Contract, (iv) becomes insolvent, bankrupt or makes an assignment for the benefit of creditors, or if a receiver or trustee in bankruptcy is appointed for the Company, or if any proceeding in bankruptcy, receivership, or liquidation is instituted against the Company and is not dismissed within thirty (30) days following commencement thereof, or (v) fails to perform any of the other obligation or requirement of this Contract, then any of the aforementioned failures shall constitute an "Event of Default" under this Contract.
- (b) If there occurs an Event of Default, the Company shall be entitled to ten (10) calendar days from written notice thereof to remedy the Event of Default, provided, however, such is capable of being remedied within that period. If the Event of Default can be remedied, but the remedy cannot be completed within the ten (10) day period, the Company may be allowed such additional time as may be reasonably necessary to remedy the Event of Default, provided, however, the remedy is commenced within the ten (10) day period and is diligently pursued to completion but in no event later than thirty (30) days after such written notice. Said time period may be extended at City's sole discretion. If the Event of Default is incapable of remediation, or is not remedied as required herein, the City may, in addition to any other remedies available in law or equity, invoke any of the remedies provided for under Section E-6, "Termination for Default", below.

E-6 Termination for Default [CAO-4/2020]

- (a) If the Event of Default is not remedied as required pursuant to Section E-5, "Event of Default", the City may, by written notice to the Company pursuant to Section E-1, "Legal Notice", terminate this Contract in whole or in part.

- (b) If this Contract is terminated in whole or in part because the Company has failed to provide services in compliance with the specifications by the deadline of remediation period, the City may acquire, under reasonable terms and in a manner it considers appropriate, replacement services that are comparable to the services that the Company failed to deliver to the City, and the Company shall be liable to the City for any excess costs related thereto. If the City terminates this Contract only in part, the Company shall continue to perform the un-terminated obligations or portions of this Contract.
- (c) The Company shall not be liable for any excess costs if the failure to perform the Contract arises from circumstances beyond the control of, and without the fault or negligence on the part of, the Company. These circumstances are limited to such causes as (i) acts of God or of the public enemy, (ii) acts of governmental bodies, (iii) fires, (iv) floods, (v) epidemics/pandemics, (vi) quarantine restrictions, (vii) labor strikes, (viii) freight embargoes, or (ix) unusually severe weather. The time of performance of the Company's obligations under this Contract shall be extended by such period of enforced delay; provided, however, that such reasonably extended time period shall not exceed sixty (60) days. If the foregoing circumstances result in a delay greater than 60 days, the City may terminate the affected portion of the Contract pursuant to the terms of Section E-4, "Termination for Convenience".
- (d) The City retains the right to terminate for default immediately if the Company fails to maintain the required insurance, and/or bonding, fails to comply with applicable local, state, and federal statutes governing performance of these services, or fails to comply with statutes involving health or safety.
- (e) If the City fails to perform any of its obligations required under this Contract, and the City does not remedy the failure after notice thereof is provided to the City by the Company pursuant to the requirements of Section E-1, "Legal Notice" above, the Company shall have the right to treat the failure as a claim or dispute subject to the resolution provisions of E-2, "Disputes" of this Contract. During the period of such resolution, the Company shall continue with its performance under the Contract.

E-7 Limitation of Funding/Non-Appropriation [CAO-4/2020]

The Company acknowledges that City is a governmental entity and the Contract's validity is based upon the availability of public funding under its authority. The City reserves the right to reduce estimated or actual quantities, in whatever amount necessary, without prejudice or liability to the City, if funding is not available or if legal restrictions are placed upon the expenditure of monies for the services required under this Contract. In addition, and without prejudice or liability to the City, if funds are not appropriated or otherwise made available to support continuation in any fiscal year succeeding the first fiscal year, this Contract will be deemed to have been terminated automatically **when appropriated funds expire and** are not available. The City shall notify Company in writing of any such non-allocation of funds at the earliest possible date and shall pay Company any reasonable fees earned and costs incurred in performing this Contract for any period prior to such notice.

E-8 Changes - Fixed-Price Goods or Services [CAO-4/2020]

- (a) The City may at any time, by written order, and without notice to the sureties, if any, make changes within the general scope of this Contract in any one or more of the following:
 - (i) Description of services to be performed or goods to be provided.
 - (ii) Time of performance (i.e., hours of the day, days of the week, etc.).
 - (iii) Place of performance of the services.
 - (iv) Time or place of delivery of goods
- (b) If any such change causes an increase or decrease in the cost of, or the time required for, performance of any part of the work under this Contract, the Company shall provide current, complete, and accurate documentation to the City in support of any request for equitable adjustment.
- (c) The Company must assert its right to an adjustment under this clause within thirty (30) days from the date of receipt of the written order, or shall otherwise be barred and shall have waived any right to an adjustment under this clause.
- (d) The parties shall negotiate a timely requested equitable adjustment by mutual written agreement and the change will be effected by purchase order revision. Failure to agree to any adjustment shall be a dispute under Section E-2, "Disputes"; however, nothing in this clause shall excuse the Company from proceeding with the Contract as changed.

E-9 Entire Contract, Section and Paragraph Headings [CAO-4/2020]

- (a) This Contract represents the entire and integrated agreement between the City and the Company. It supersedes all prior and contemporaneous understandings, negotiations, communications, representations, and agreements, whether oral or written, relating to the subject matter of this Contract.
- (b) The section and paragraph headings appearing in this Contract are inserted for the purpose of convenience and ready reference. They do not purport to define, limit, or extend the scope or intent of the language of the sections and paragraphs to which they pertain.

E-10 Order of Precedence [CAO-7/24/08]

In the event of a conflict between the specific language set forth in Sections A through E of this Contract and any Attachment or Exhibit, the specific language in Sections A through E shall prevail. Any exception to this order of precedence will be addressed through specific language elsewhere in Sections A through E.

E-11 Severability [CAO-7/24/08]

The invalidity, illegality, or unenforceability of any provision of this Contract or the occurrence of any event rendering any portion or provision of this Contract void shall in no way affect the validity or enforceability of any other portion or provision of this Contract. Any void provision shall be deemed severed from this Contract, and the balance of this Contract shall be construed and enforced as if this Contract did not contain the particular portion or provision held to be void. The parties further agree to amend this Contract to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this clause shall not prevent this entire Contract from being void should a provision which is of the essence of this Contract be determined void.

E-12 Waiver [CAO-7/24/08]

Waiver of any of the terms of this Contract shall not be valid unless it is in writing signed by each party. The failure of the City to enforce any of the provisions of this Contract, or to require performance of any of the provisions herein, shall not in any way be construed as a waiver of such provisions or to affect the validity of any part of this Contract, or to affect the right of the City to thereafter enforce each and every provision of this Contract. Waiver of any breach of this Contract shall not be held to be a waiver of any other or subsequent breach of this Contract.

E-13 Modification/Amendment [CAO-7/24/08]

This Contract shall not be modified or amended except by the express written agreement of the parties, signed by a duly authorized representative for each party. Any other attempt to modify or amend this Contract shall be null and void, and may not be relied upon by either party.

E-14 Assignment [CAO-7/24/08]

Neither party may assign their rights nor delegate their duties under this Contract without the written consent of the other party. Such consent shall not be withheld unreasonably. Any assignment or delegation shall not relieve any party of its obligations under this Contract.

E-15 Indemnification [CAO-4/2020]

- (a) In addition to the insurance requirements set forth in Section D-5, "Insurance", and not in lieu thereof, the Company shall protect, defend, indemnify and hold harmless the City, its elected officials, officers, employees, agents, and consultants (collectively herein the "City") from and against any and all claims, liabilities, damages, losses, suits, actions, decrees, arbitration awards and judgments including attorney's fees, court costs or other expenses of any and every kind or character (collectively herein the "Liabilities") which may be recovered from or sought against the City, as a result of, by reason of, or as a consequence of (i) any act or omission, negligent or otherwise, on the part of the Company, its officers, employees, independent contractors, vendors, suppliers, consultants, or agents in the performance of the terms, conditions and covenants of the Contract; or (ii) a breach of any agreement between the Company and its employees, vendors, independent contractors, suppliers, consultants or agents; or (iii) any default in the performance of any obligation on Company's part to be performed under the terms of this Contract, regardless of whether the Liabilities were caused in part by the City. Company agrees that it is assuming the sole risk of any Liabilities

related to the contraction by Company's officers, employees, vendors, suppliers, agents, independent contractors, and consultants or any other person of any viral infection or other disease, including, without limitation, COVID 19, related to the performance of this Contract and that Company's indemnity obligations contained herein cover any such Liabilities. In no event shall the language in this Section constitute or be construed as a waiver or limitation of the City's rights or defenses with regard to sovereign immunity, governmental immunity, or other official immunities and protections as provided by the Federal and State Constitutions or by law.

- (b) If a third party claim against the City for negligent performance by the Company is within the limits of its liability insurance, and the insurance company has accepted the City's tender of defense, then the City will pay the Company what is due and owing to them within the payment method specified in this Contract. However, if the claim is greater than the coverage amount, the City, for its protection, may retain any money due and owing the Company under this Contract, until the claim has been resolved. In the event no money is due and owing, the surety, if required, of the Company, may be held until all of the Liabilities have been settled and suitable evidence to that effect furnished to the City.
- (c) It is expressly agreed that the Company shall defend the City at Company's expense, by legal counsel reasonably satisfactory to City, against the Liabilities and in the event that the Company fails to do so, the City shall have the right, but not the obligation, to defend the same and to charge all direct and incidental costs, including attorney's fees and court costs, to the Company. Company's indemnity obligations herein are not intended to nor shall they relieve any insurance carrier of its obligations under policies required to be carried by Company pursuant to the provisions of this Contract. Company's obligations under this Section shall survive any termination of this Contract.

E-16 Patent Indemnity [CAO-12/30/2020]

The Company hereby indemnifies and shall defend and hold harmless the City and its representatives respectively from and against all claims, losses, costs, damages, and expenses, including attorney's fees, incurred by City and its representatives, respectively, as a result of or in connection with any claims or actions based upon infringement or alleged infringement of any patent or other intellectual property and arising out of the use of the equipment or materials furnished under the contract by the Company, or out of the processes or actions employed by, or on behalf of the Company in connection with the performance of the Contract. The Company shall, at its sole expense, by legal counsel reasonably satisfactory to City, promptly defend against any such claim or action unless directed otherwise by the City or its representative; provided that the City or its representatives shall have notified the Company upon becoming aware of such claims or actions, and provided further that the Company's aforementioned obligations shall not apply to equipment, materials, or processes furnished or specified by the City or its representatives.

E-17 Audit of Records [CAO-5/2/12]

- (a) The Company agrees to maintain the financial books and records (including supporting documentation) pertaining to the performance of this Contract according to standard accounting principles and procedures. The books and records shall be maintained for a period of three (3) years after completion of this Contract, except that books and records which are the subject of an audit finding shall be retained for three (3) years after such finding has been resolved. If the Company goes out of business, the Company shall forward the books and records to the City to be retained by the City for the period of time required herein.
- (b) The City or its designated representative(s) shall have the right to inspect and audit (including the right to copy and/or transcribe) the books and records of the Company pertaining to the performance of this Contract during normal business hours. The City will provide prior written notice to the Company of the audit and inspection. If the books and records are not located within Clark County, the Company agrees to deliver them to the City, or to an address designated by the City within Clark County. In lieu of such delivery, the Company may elect to reimburse the City for the cost of travel (including transportation, lodging, meals, and other related expenses) to inspect and audit the books and records at the Company's office. If the books and records provided to the City are incomplete, the Company agrees to remedy the deficiency after written notice thereof from the City, and to reimburse the City for any additional costs associated therewith including, without limitation, having to revisit the Company's office. The Company's failure to remedy the deficiency shall constitute a material breach of this Contract. The City shall be entitled to its costs and reasonable attorney fees in enforcing the provisions of this Section.
- (c) If at any time during the term of this Contract, or at any time after the expiration or termination of the Contract, the City or the City's designated representative(s) find the dollar liability is less than payments made by the City to the Company, the Company agrees that the difference shall be either: (i) repaid immediately by the Company to the City or (ii) at the City's option, credited against any future billings due the Company.

E-18 Confidentiality – City Information [CAO-4/2020]

- (a) All information, including but not limited to, oral statements, computer files, databases, and other material or data supplied to the Company is confidential and privileged. The Company shall not disclose this information, nor allow to it be disclosed to any person or entity without the express prior written consent of the City. The Company will use at least the same standard of care and exercise equivalent security measures to maintain the confidentiality of the City's information that it uses to maintain the confidentiality of its own confidential information; provided in no event shall such standard be less than reasonable care. The Company shall have the right to use any such confidential information only for the purpose of providing the services under this Contract, unless the express prior, written consent of the City is obtained. City shall be and remain the sole owner of such confidential information. Nothing contained in this Contract shall be construed as granting or conferring any right or license in the City's information or in any patents, software, or other technology, either expressly or by implication to the Company. Upon request by the City, the Company shall promptly return to the City all confidential information supplied by the City, together with all copies and extracts. Company is required to employ the highest ethical standards and shall avoid those actions that are inconsistent with the City's best interest.
- (b) The confidentiality requirements shall not apply where (i) the information is, at the time of disclosure by the City, then in the public domain; (ii) the information is known to the Company prior to obtaining the same from the City; (iii) the information is obtained by the Company from a third party who did not receive the same directly or indirectly from the City; or (iv) the information is subpoenaed by court order or other legal process, but in such event, the Company shall notify the City. In such event the City, in its sole discretion, may seek to quash such demand.
- (c) The obligations of confidentiality shall survive the termination of this Contract.

E-19 Marketing Restrictions [CAO-4/2020]

The Company shall at all times be in compliance with Las Vegas Municipal Code 1.08.050, and shall not publish or sell any information from or about this Contract without the prior written consent of the City. This restriction does not apply to the use of the City's name in a general list of customers, so long as the list does not represent an express or implied endorsement of the Company or its services. The City logo shall not be used without the prior written consent of the City.

E-20 Intellectual Property Rights [CAO-4/2020]

All deliverables produced under this Contract, as well as all data, notes and documentation collected on behalf of the City, are exclusively the property of the City. The Company shall have no property interest in, and may assert no claim or lien on, or right to withhold from the City, or right to use said data other than in performance of its obligations pursuant to this Contract, any data it receives from, receives access to, or stores on behalf of the City. At any time during the term of this Contract, and within thirty (30) days of the expiration or termination of this Contract, the Company will upon request return the data to the City at no charge in the format held by Company. On City request, the Company will delete all City data and will provide appropriate certification to the City to document the disposal. The Company shall promptly notify the City if the Company becomes aware of any unauthorized access, acquisition, disclosure, use, modification, destruction or other misuse of the City's data or other confidential information, and shall fully cooperate with the City in any legal action taken by the City to enforce its rights therein. This Section shall survive termination or expiration of this Contract.

E-21 Taxes/Compliance with Laws [CAO-08/01/13]

- (a) The City is exempt from paying Sales and Use Taxes under the provisions of Nevada Revised Statutes 372.325(4), and Federal Excise Tax, under Registry Number 88-87-0003k. The Company shall pay all taxes, levies, duties and assessments of every nature and kind which may be applicable to any work under this Contract. The Company shall make any and all payroll deductions required by law. The Company agrees to indemnify and hold the City harmless from any liability on account of any and all such taxes, levies, duties, assessments, and deductions.
- (b) The Company, in the performance of the obligations of this Contract, shall comply with all applicable laws, rules and regulations of all governmental authorities having jurisdiction over the performance of this Contract including, but not limited to, the Federal Occupational Safety and Health Act.

E-22 Licenses/Registrations [CAO-01/20/16]

During the entire performance period of this Contract, the Company shall maintain all federal, state, and local licenses, certifications and registrations applicable to the work performed under this Contract, including maintaining an active City of Las Vegas business license if required by Las Vegas Municipal Code 6.02.060.

E-23 Non-Discrimination and Fair Employment Practices [CAO-07/31/13]

- (a) **Discrimination:** The City of Las Vegas is committed to promoting full and equal business opportunity for all persons doing business in Las Vegas. The Company acknowledges that the City has an obligation to ensure that public funds are not used to subsidize private discrimination. Company recognizes that if the Company or their subcontractors or subconsultants are found guilty by an appropriate authority of refusing to hire or do business with an individual or company due to reasons of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, national origin, or any other legally protected status, City may declare the Company in breach of contract and terminate Contract.
- (b) **Fair Employment Practices:** In connection with the performance of work under this Contract, the Company agrees not to discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, national origin, or any other legally protected status. Such agreement shall include, but not be limited to, the following: employment; upgrading; demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- (c) The Company further agrees to insert this provision in all subcontracts hereunder. Any violation of such provision by a Company shall constitute a material breach of this Contract.

E-24 Employment of Unauthorized Aliens [CAO-01/20/16]

In accordance with the Immigration Reform and Control Act of 1986, the Company agrees that it will not employ unauthorized aliens in the performance of this Contract.

E-25 Conforming Services [CAO-4/2020]

The services performed under this Contract shall conform in all respects with the requirements set forth in this Contract. The Company shall furnish the City with sufficient data and information needed to determine if the services performed conform to all the requirements of this Contract.

E-26 Independent Contractor [CAO-4/2020]

In the performance of its obligations under this Contract, the Company and any other person employed by it shall be deemed to be an independent contractor and not an agent or employee of the City. The Company shall be liable for the actions of any person, organization, or corporation with which it subcontracts to fulfill this Contract. Accordingly, Company shall be responsible for payment of all taxes including federal, state and local taxes arising out of the Company's activities in accordance with this Contract, including by way of illustration but not limitation, federal and state income tax, Social Security tax, unemployment insurance taxes, and any other taxes or business license fees as required under existing or subsequently enacted laws, rules or regulations. Company shall not be entitled to any benefits afforded to City's employees, including without limitation worker's compensation, disability insurance, health insurance, vacation, or sick pay. Company shall be responsible for providing, at Company's expense, and in Company's name, unemployment, disability, worker's compensation, and other insurance, as well as licenses and permits usual or necessary for performance of its obligations pursuant to this Contract. Company shall hereby defend, indemnify, and hold the City harmless from any claims, losses, costs, fees, attorney's fees, liabilities, damages or injuries suffered by the City arising out of Company's failure with respect to its obligations in this Section. Company, upon request, shall furnish evidence satisfactory to the City that any or all of the foregoing obligations have been fulfilled. During Company's contacts with third parties they shall identify themselves as an independent party and not as an employee for the City. Company understands and agrees that they do not have the power or authority to bind City in any capacity. The City shall hold the Company as the sole responsible party for the performance of this Contract. The Company shall maintain complete control over its employees and all of its subcontractors. Nothing contained in this Contract or any subcontract awarded by the Company shall create a partnership, joint venture, or agency with the City. Neither party shall have the right to obligate or bind the other party in any manner to any third party.

E-27 Official, Agent and Employees of the City Not Personally Liable [CAO-01/20/16]

It is agreed by and between the parties of this Contract, that in no event shall any official, officer, employee, or agent of the City in any way be personally liable or responsible for any covenant or agreement therein contained whether expressed or implied, nor for any statement, representation or warranty made herein or in any connection with this Contract.

E-28 Conflict of Interest (City Officials) [CAO-4/2020]

- (a) An official of the City, who is authorized on behalf of the City to negotiate, make, accept or approve, or take part in negotiating, making, accepting, or approving this Contract, payments under this Contract, or work under this Contract, shall not be directly or indirectly interested personally in this Contract or in any part hereof. No officer, employee, architect, attorney, engineer or inspector of, or for the City, who is authorized on behalf of the City to exercise any legislative, executive, supervisory or other similar functions in connection with this Contract, shall become directly or indirectly interested personally in this Contract or in any part hereof, any material supply contract, subcontract, insurance contract, or any other contract pertaining to this Contract.
- (b) Each party represents that it is unaware of any financial or economic interest of any public officer or employee of the City relating to this Contract. Notwithstanding any other provision of this Contract, if such interest becomes known, the City may immediately terminate this Contract for default or convenience, based on the culpability of the parties.

E-29 Public Records [CAO-5/2/12]

The City is a public agency as defined by state law. As such, it is subject to the Nevada Public Records Law (Chapter 239 of the Nevada Revised Statutes). The City's Records are public records, which are subject to inspection and copying by any person (unless declared by law to be confidential). This Contract and all supporting documents are deemed to be public records.

E-30 Use By Other Government Entities [CAO-01/20/16]

A governing body or its authorized representative and the State of Nevada may join or use the contracts of local governments located within or outside this State with the authorization of the contracting vendor. In the event the Company allows another governmental entity to join the Contract, it is expressly understood that the City shall in no way be liable for the obligations of the joining governmental entity.

E-31 Certification – No Israel Boycott [CAO-4/2020]

(Applicable to contracts with an estimated annual amount over \$100,000)

By signing this Contract, the Company certifies that it is not engaged in, and agrees for the duration of the Contract not to engage in, a boycott of the State of Israel per NRS 332.065.

"Boycott of Israel" means refusing to deal or conduct business with, abstaining from dealing or conducting business with, terminating business or business activities with or performing any other action that is intended to limit commercial relations with Israel; or a person or entity doing business in Israel or in territories controlled by Israel, if such an action is taken in a manner that discriminates on the basis of nationality, national origin or religion. It does not include an action which is based on a bona fide business or economic reason; is taken pursuant to a boycott against a public entity of Israel if the boycott is applied in a nondiscriminatory manner; or is taken in compliance with or adherence to calls for a boycott of Israel if that action is authorized in 50 U.S.C. § 4607 or any other federal or state law.

"Company" means any domestic or foreign sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited-liability partnership, limited-liability company, or other domestic or foreign entity or business association, including, without limitation, any wholly owned subsidiary, majority owned subsidiary, parent company or affiliate of such an entity or business association, that exists for the purpose of making a profit.

A violation of this Section by Company shall be considered an incurable Event of Default of this Contract, thereby allowing the City to immediately terminate this Contract upon giving Legal Notice to Company.

E-32 Counterpart Signatures [CAO-08/11/2022]

This Contract may be executed in counterparts. All such counterparts will constitute the same contract and the signature of any party to any counterpart will be deemed a signature to, and may be appended to, any other counterpart. Executed

copies hereof may be delivered by facsimile or e-mail and upon receipt will be deemed originals and binding upon the parties hereto, regardless of whether originals are delivered thereafter.

The parties agree that this Contract may be signed electronically via the City's designated electronic signature platform, and that the electronic signatures appearing herein shall be considered the same as handwritten signatures for the purposes of validity, admissibility, and enforceability.

E-33 Miscellaneous [CAO-4/2020]

- (a) In the event of a dispute under this Contract which results in litigation or other formal dispute resolution proceedings, the prevailing party shall be entitled to reimbursement of its or their actual reasonable attorney's fees and costs in connection with such proceeding.
- (b) Time is of the essence of the Contract and each of its provisions.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY BLANK

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed by their duly authorized representatives.

CITY OF LAS VEGAS

SignatureDate

Printed Name

Title

ATTEST:

LuAnn D. Holmes, MMCDate

City Clerk

APPROVED AS TO FORM:

DocuSigned by:
James Lewis11/13/2023 | 4:33 PM PST

2E56C0A323B042D...Deputy City AttorneyDate

James Lewis

Printed Name

VIATRON SYSTEMS, INC.

DocuSigned by:
Geoff Erwin11/14/2023 | 5:43 AM PST

00A299C6ED6F440...SignatureDate

Geoff Erwin

Printed Name

President

Title

Prepared By:

**Corporate Headquarters:**18233 Hoover Street
Gardena, CA 90248**Las Vegas Office:**3634 S. Maryland Parkway
#101
Las Vegas, NV, 89169**Geoff Erwin**702-420-0473
gerwin@viatron.com
www.viatron.com

PROPOSAL

**ARC Records Digitization
Project Statement of Work**Due Date
July 12, 2023

Prepared for:

**City of Las Vegas, Nevada****495 South Main Street
Las Vegas, NV 89101**

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SECTION 1 – COVER PAGE & BUSINESS INFORMATION

1.1 EXECUTIVE SUMMARY

ViaTRON was established in 1990, to process large volumes of **Paper, Microfilm, Microfiche, Video, Books and Large format** files into digital format. During the past 33 years, ViaTRON has evolved into a high-tech company that provides vital business and technology solutions to hundreds of companies, states government and private sector. We have successfully scanned and converted billions of pages for our government clients such as Clark County DA, Nevada Social Services, Boyd Gaming, Clark County Detention Center, City of LA, and LA County just to name a few.

ViaTRON invests millions of dollars in our production/data conversion equipment to bring the best solution to our clients. We use industry leading scanners from Kodak and Context to bring out the best images possible. We run multiple shifts from our Las Vegas office at 3634 S. Maryland Parkway.

ViaTRON also has a \$5,000,0000 Quality Control Insurance policy for added client peace of mind and security.

ViaTRON has read the RFP, Q&A and Addendum 1, 2, and 3s and agrees to changes/terms.

ViaTRON Systems Inc.

www.viatron.com

HQ Location

18233 S Hoover St., Gardena, CA 90248

Las Vegas Location

3634 S. Maryland Parkway Unit 101, Las Vegas, NV, 89169

SAM ID: 791184823

SBE: 38538

Fed Tax ID: 330615733

Minority Business Certification: 248964 (in process)

1.2 LICENSES/CERTIFICATIONS/ETC.

Datacenter Certifications:

HITRUST and SSAE I8 SOC1&2, and ISO 9001, ISO 27001, ISO 27017, ISO 27018, ISO 22301 certified

NGEN website isn't providing us an option to upload our SOC2 certification. The PDF document is protected and cant be merged with the final response.

We have included it on the Samples Flash drive under the root folder, SOC2...

Associations

Past member and founder of AIIM Chapter Los Angeles and Nevada Silver State Chapter. Volunteered on AIIM National level before retiring from association. Current staff involved with AIIM and ARMA.

1.3 PARTNERSHIPS/ETC..

No subcontractors will be utilized in this project.

ViaTRON staff, equipment, and vehicles are all local to Las Vegas.

SECTION 2 – WORK PLAN

2.1 BUSINESS PROCESS AND CAPACITY

ViaTRON has over 33 years in converting physical paper, film, and other materials into Digital Format. ViaTRON has over 80 staff and continuously growing in our Las Vegas location running multiple shifts. ViaTRON utilizes industry best scanning equipment and software from Kodak, Crowley Mekel, and Context. Annually ViaTRON invests heavily in the latest hardware and software to insure the best quality images are produced.

ViaTRON's core staff has been with the organization on average 15 years with many staff over 20 years.

2.2 SYSTEMS

ViaTRON has worked with practically every Content management system in the past 33 years. More frequently includes FileNet (Clark County DA/Nevada Social Services), OpenText, (who acquired Microfocus, Documentum, Captiva, AX, etc..) Laserfiche, OnBase, Oracle, SAP, and many others. ViaTRON has technical relationships with many organizations who create Content Management.

Prior to production, one of our first stages is sample data delivery. This insure the format of the data is compatible with whichever system its going into. If there is no destination system, a simply PDF/Folder with flat file CSV is used to easily look up, and retrieve the digitized images.

ViaTRON is also a partner with OpenText, Kodak, Context, and Crowley.

2.3 KEY PERSONNEL

Project Executive	Kala Devan
Experience:	32 Years in Document Imaging and Data Conversion Services. System Analysis and Systems Design Electronic Data and Information Management Design Electronic Workflow Design and Implementation Personal Computer Center, Inc. (\$60 Million Privately Held Corporation, Calif.)
Prior Experience:	2 Years as Chief Financial Officer (C.F.O.) 1 Year as President and Chief Executive Officer (C.E.O.)
Education:	B.S. Accounting & Business Administration and MBA in Finance
Employed at ViaTRON:	32 Years

Project Manager	Luis Acevedo
Experience:	15 Years Project Management Scanning Projects. System Analysis and Systems Design Managing projects for government agencies with Regular, Large Format, Film, Fiche, Aperture Cards, Video and audio.
Prior Experience:	15 Years Experience in Document Management
Education:	B.S. Business
Employed at ViaTRON:	15 Years

Systems Engineer	Albert Fader
Experience:	25 Years in Content Management, Document Imaging and Microfilm Conversion 25 Years System Integration and Systems Design
Education:	B.S. Psychobiology
Employed at ViaTRON:	25 Years

President & Account Rep.	Geoff Erwin
Experience:	20 Years in Document Management, Document Imaging & Document Capture AIIM Los Angeles Chapter Founding Board Member. AIIM Las Vegas Chapter Founding Board Member.
Education:	B.A. Computer Science
Employed at ViaTRON:	20 years.

2.4 TRAINING

All staff has criminal background and e-verify checks. All staff undergoes full training of what ViaTRON does from start to finish – regardless of the position they are hired for. This allows every employee to understand the entire process and why each step is important.

New employee's training takes 30 days. After which they shadow existing employees for 15 days. Once the new staff starts working "on their own" everything they do is QC'd for a min. of 15 days or longer depending on how well they learn their tasks.

In regards to transportation of client materials. Pickups and Dropoffs are only done by ViaTRON staff and only pickup one clients information at a time. At no time there are two or more clients boxes of materials in the same vehicle. Vehicles are staffed by minimum of two staff at all times while backup vehicle is always ready in the event of a maintenance breakdown.

Transportation staff is not allowed to stop for any reason for local pickups in Las Vegas. This includes gas, lunch, etc... All vehicles are tracked and monitored. None of our vehicles have any advertising on them. (This was a requirement by District Attorney when we scanned their files).

2.5 BACKGROUND CHECKS

All staff gets processed through ADP and fingerprinted/background checked. Majority of our staff have been lives canned and background checked by the District Attorney's office directly as we've done a lot of County HR scanning, Cold Case Files, Open case files, etc...

If additional checks are required by City of Las Vegas, we can attire to those as well.

2.6 WORKLOAD

Every projects is assigned a dedicated shift. We run multiple shifts/teams a day. What this means is we never work on two separate clients projects in the same area. We do this to avoid any cross contamination of files.

Our facility converts a min. of 19,200 large format sheets a week. This can be ramped up if needed to be done quicker.

A dedicated Project Lead is assigned for City of Las Vegas. They are to communicate weekly reports/status updates, exception reports, and schedule logistics and deliveries. Depending on how much material we can pickup, and how frequently, we adjust the schedule of staff to accommodate this.

2.7 LOGISTICS

All materials will be converted in our Las Vegas, Nevada facility.

All boxes will have a unique VT-ID # associated with them, this is how ViaTRON tracks each box from pickup and throughout the process to delivery. We associate the boxes manifest with that VT-ID #.

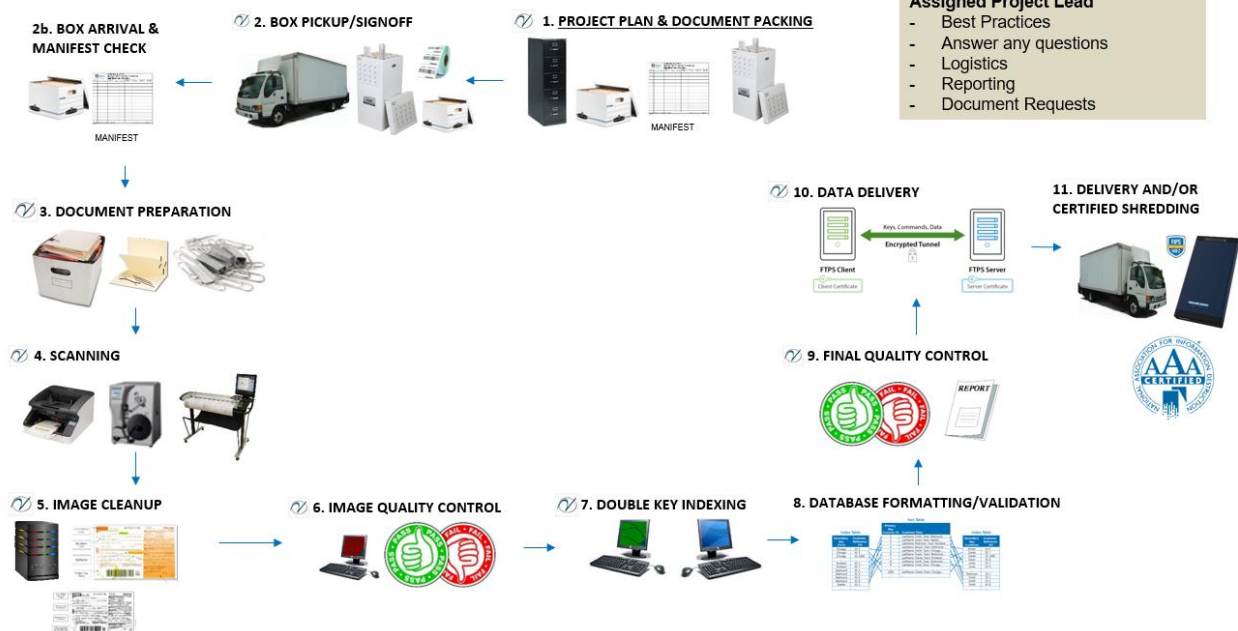
ViaTRON's location is 14 miles south east of the City of Las Vegas warehouse.

Signed Work Orders are required for any pickup and delivery of materials and data by both the City and ViaTRON.

If the City has materials that must be converted ONSITE, ViaTRON can do this as well. The only differences between onsite and offsite is cost and turn around time, as we're limited to your hours of operation and space.

The following page outlines in detail our full chain of custody and methodology.

ViaTRON Methodology



1. Project Plan

Initial meetings with City to review and determine all the records and locations, priority for conversion per location, key contacts, logistics, and setup/timeline. Usually this is the stage samples are completed of the various types of records and approved by City prior to production start.

All documents must be in banker boxes prior to production. Recommend standard 15" Banker Boxes however 24" banker boxes can work as well. A manifest must be created for what is inside each box for Chain of Custody.

If services are required for ViaTRON to place files in boxes and help manifest that is available as well.

2. Manifest check

Prior to starting production on a box of documents, a manifest check is required per our security policies and procedures. This insures that the boxes contain the folders/documents that were assigned in the manifest and files aren't missing.

The reason this is important is because sometimes folders are removed and used prior to vendor taking custody of the boxes, and the folder is either not put back in box, or put into a different box. We want to insure all files/folders are accounted for.

3. Document Prep

During this stage, ViaTRON will remove all staples, paperclips, etc. to insure documents are Scan Ready. If there are any original documents that are really bad quality (unreadable) they will be noted in exception report to City.

A physical page count is performed at this stage.

4. Scanning (Hardware & Software)

Every page is scanned in 300 dpi by default, and 600 dpi for bad quality originals to insure the best quality image is obtained.

We automatically scan both front and back sides of pages while removing blank pages. All documents retain the original size.

We utilize industry leading production scanners from Kodak. Utilizing software from OpenText, Kofax, and Alaris capture software.

We perform another page count at this step.

5. Image Cleanup

Insuring all images are rotated, de-skewed, de-speckled, and many other enhancements to insure best quality image is obtained.

6. Image QC

This is the first level of QC insuring every page was scanned and there are no cutoff images, double feeds, dog ears, etc...

Insuring images are equal if not better then originals. Insuring all documents are scanned in the original order. We perform another page count at this step.

7. Indexing

Indexing will be done based off information on the box, folder tab, and information on the first page of the document. If there is a unique index field, this will be double-key-indexed – Which means two separate people will index to insure accuracy.

8. Formatting

Images, index, and metadata will be in a XML and/or CSV flat file format that contains all the index data with relative link to the images themselves in PDF or TIFF format.

9. Final QC

Every image and index is reviewed by ViaTRON staff.

Any flags/issues during QC the box is re-processed.

If there is a database available we can run comparison QC queries against that for the indexes to insure another level of accuracy.

We perform final page count at this stage, and run comparison reports throughout the process to insure every page is scanned.

10. Delivery

Boxes will be stored for 12 months past delivery based of recommendations from City.

If any boxes are to be Certified Shred a work order will be sent to City with boxes and manifests. Once signed, City will receive a Certificate of Destruction.

Any boxes returned will be sent back in the same order (pages in folders). A work order will be required signed per delivery for chain of custody. All boxes will be marked, "Scanned" with scan date.

Data can be delivered via SFTP or encrypted Hard Drive throughout the duration of the project.

Document Requests

If a file is needed while we have possession of it, simply make request with our Project Lead and they will locate, scan, and provide you a link to the file within 24 hours of request. If the hard copy is required it is the same process and time frame.

Reporting

Weekly reports on status and timeline will be provided. This will be a live file that will be updated and shared with City on a weekly basis. Included in this report will be pages processed, delivered, exceptions and questions.

2.8 PROJECT SCHEDULE

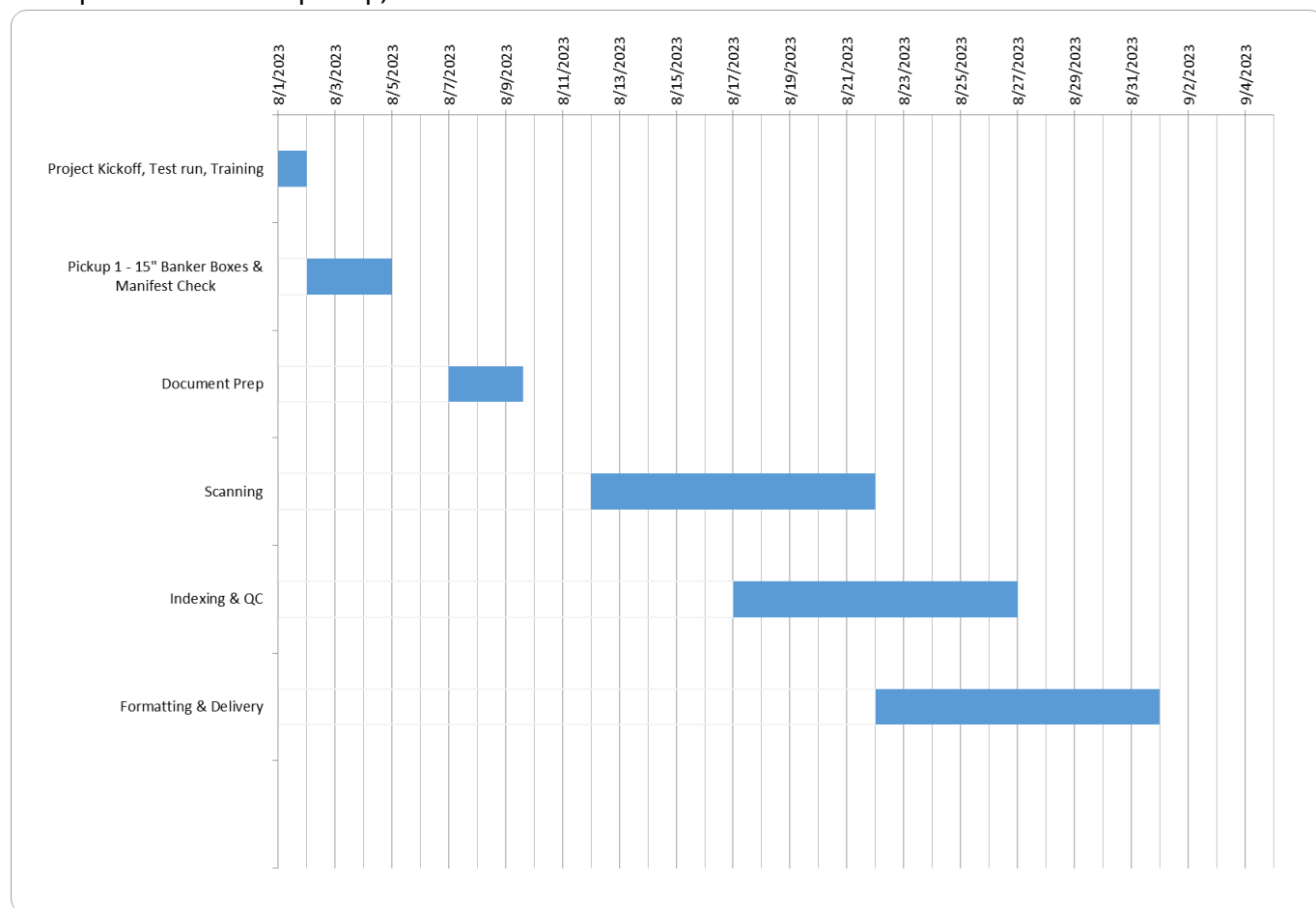
The Project Schedule entirely depends on the City's goal and schedules. We can do multiple large pickups to get all the documents in the warehouse, or we can do weekly/bi-weekly smaller pickups. These options are entirely up to the City and what works best for them.

Once this is determined, we create a GANTT chart to track real time progress of each pickup. Whether it be Large Format, regular format, Fiche, video or anything else.

Some questions that will discussed include,

- Who is providing Tubs and packing the large format rolls into Tubs? The City of ViaTRON?
- Does the City want to prioritize the Microfiche and VHS tapes?
- Does City want weekly, bi-weekly, or monthly data deliveries?

Example below of first pickup,



2.9 ADDITIONAL SERVICES

ViaTRON has evolved over the past 33 years to provide many services around scanning and QC. Some of these include,

- Paper Scanning
- Large Format Scanning
- Book Scanning
- Microfiche, Microfilm, Aperture Card Scanning
- Legacy Video/Audio Conversions

- Redaction Professional Services
 - o Using combination of Software and Manual services to redact.

- Indexing Professional Services
 - o Adding indexing to existing electronic data

- Batch export of data from legacy systems.
 - o Exporting images/metadata from end of life software, or software not under maintenance anymore.

- Batch import of data to new systems.
 - o Importing bulk data of images/metadata into new system.

- Record Retention Guide development/consulting
 - o Designing and implanting Record Retention Schedules/Guidelines.

- Data hosting & Backup
 - o We currently host over 4 Petabytes of client data.

- Content Management Services

- Project Lead & Conversion Staffing
 - o Providing onsite staff that works alongside client staff.

We've also been invited to and on committees on behalf of clients for evaluating software, hardware, and services and done many speeches/discussion tracks on best practices for various organizations and associations.

Exhibit B – Fees

ESTIMATED BUDGET FROM ONSITE WALK THROUGH			
QTY	UNIT PRICE	EXT. PRICE	DESCRIPTION
30,099	\$ 20.70	\$ 623,049	Hardcopy Rolled Plans - Unit price is estimated off 30 pages per Rolled Plan (902,970 Pages @ 69 cents a page.
8,000	\$ 5.80	\$ 46,400	Microfiche Films
4,500	\$ 25.00	\$ 112,500	Microfilm Rolls

\$	*781,949	Estimated Budget for Project - Includes pickup, manifesting, document prep, scanning, indexing, quality control and delivery. - City is only billed what is delivered. Zero up front cost.
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***City may increase this amount after award of Contract by issuance of duly authorized Purchase Order(s) in order to exercise any available contingency funding.**

Below is a breakdown of the pricing.

BREAKDOWN OF SERVICES/PRICING			
QTY	PRICE	Unit	DESCRIPTION
	\$ 0.059	Page	Scanning - B/W - Up to 11" x 17"
	\$ 0.059	Page	Scanning - Color - Up to 11" x 17"
	\$ 0.69	Page	Scanning - B/W - Large Format up to 60" wide
	\$ 0.69	Page	Scanning - Color - Large Format up to 60" wide
	\$ 25.00	Roll	Scanning - Microfilm per roll
	\$ 5.80	Sheet	Scanning - Microfiche per sheet
	\$ 0.01	Page	Document Prep - Simple - Staples, Paperclips, unfolding, taping
	\$ 0.03	Page	Document Prep - Advanced - Cleaning, Restoration, Excessive staples, bindings
	\$ 25.00	Hourly	Document Prep - RePrep - IE: Placing pages back in folders, re-stapling, re-binding.
	\$ 0.02	Document	Indexing - Per Document Level
	\$ 0.02	Page	Quality Control - Page by Page
	Included	No charge	Formatting & Delivery
	Included	No charge	Pickup & Manifesting
	Included	No charge	Document Requests (Within 24 hrs response)
	Included	No charge	Certified Shredding

Items below are options and not completed or billed without a signed change order from the City.

OPTIONAL ITEMS			
QTY	PRICE	Unit	DESCRIPTION
	\$ 3.00	Card	Aperture Card Scanning
	\$ 65.00	Hourly	BetaMax/Super8/Reel Conversion
	\$ 65.00	Hourly	Audio Conversion
	\$ 65.00	Hourly	Legacy Media Conversion (Zip, UDO, DVD, Diskettes, etc...)
	\$ 0.29	Page	Book Scanning
	\$ 0.59	Page	Hardcopy Poster/Picture Scanning
	\$ 65.00	Tape	Scanning - VHS per tape
	\$ 25.00	Hourly	Advanced Image Correction (Manual image enhancements page by page)
	\$ 65.00	Hourly	Advanced Formatting (Coding, Scripts, etc)
	\$ 20.00	Tub	Providing Tubs for transport of Large Format Rolls
	\$ 25.00	Hourly	Packing & Manifesting Rolls into Tubs for transport
	\$ 25.00	Hourly	Repair of damage fiche/film/VHS/Media prior to digitizing
	\$ 25.00	Hourly	Redaction of data
	30%	Surcharge on all items.	Onsite Option. - ViaTRON provides equipment and staff onsite. - Only applies to paper projects.

CERTIFICATE - DISCLOSURE OF OWNERSHIP AND PRINCIPALS

1. Definitions

"City" means the City of Las Vegas.

"City Council" means the governing body of the City of Las Vegas.

"Contracting Entity," means the individual, partnership, or corporation seeking to enter into a contract with the City of Las Vegas.

"Principal" means, for each type of business organization, the following: (a) sole proprietorship – the owner of the business; (b) corporation – the directors and officers of the corporation; but not any branch managers of offices which are a part of the corporation; (c) partnership – the general partner and limited partners; (d) limited liability company – the managing member as well as all the other members; (e) trust – the trustee and beneficiaries.

2. Policy

In accordance with Resolutions 79-99, 105-99 and RA-4-99, adopted by the City Council, Contracting Entities seeking to enter into certain contracts with the City of Las Vegas must disclose information regarding ownership interests and principals. Such disclosure generally is required in conjunction with a Request for Proposals (RFP). In other cases, such disclosure must be made prior to the execution of a contract.

3. Instructions

The disclosure required by the Resolutions referenced above shall be made through the completion of this Certificate. The Contracting Entity shall complete Block 1, Block 2, and Block 3. The Contracting Entity shall complete either Block 4 or its alternate in Block 5. Specific information, which must be provided, is highlighted.

4. Incorporation

An updated and notarized Certificate shall be incorporated into the resulting contract, if any, between the City and the Contracting entity. Upon execution of such contract, the Contracting Entity is under a continuing obligation to notify the City in writing of any material changes to the information in this Certificate. This notification shall be made within fifteen (15) days of the change. Failure to notify the City of any material change may result, at the option of the City, in a default termination (in whole or in part) of the contract, and/or a withholding of payments due the Contracting Entity.

Block 1: Contracting Entity	
Name: ViaTRON SYSTEMS, INC.	
Address: 3634 S. Maryland Parkway Ste 101	City / ST / Zip: Las Vegas, NV, 89169
Telephone: 702-420-0473	EIN or DUNS : 791184823
Block 2: Description / Subject Matter of Contract	
Services for: ARC Records Digitization Project	Project Number: 230109-JL

Block 3:	<u>Type of Business</u>
<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Other:	

CERTIFICATE – DISCLOSURE OF OWNERSHIP AND PRINCIPALS (CONTINUED)

Block 4: Disclosure of Ownership and Principals

In the space below, the Contracting Entity must disclose all principals (including partners) of the Contracting Entity, as well as persons or entities holding more than one-percent (1%) ownership interest in the Contracting Entity.

	FULL NAME/TITLE	BUSINESS ADDRESS	BUSINESS PHONE
1	Kala Devan	18233 S. Hoover St., Gardena, CA, 90248	310-502-6004
2			
3			
4			
5			
6			
7			
8			
9			
10			

The Contracting Entity shall continue the above list on a sheet of paper entitled "Disclosure of Ownership and Principals – Continuation" until full and complete disclosure is made. If continuation sheets are attached, please indicate the number of sheets: _____

Block 5: Disclosure of Ownership and Principals – Alternate

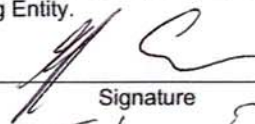
If the Contracting Entity, or its principals or partners, are required to provide disclosure (of persons or entities holding an ownership interest) under federal law (such as disclosure required by the Securities and Exchange Commission or the Employee Retirement Income Act), a copy of such disclosure may be attached to this Certificate in lieu of providing the information set forth in Block 4 above. A description of such disclosure documents must be included below.

Name of Attached Document: _____

Date of Attached Document: _____ Number of Pages: _____

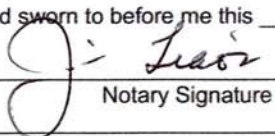
Contracting Party Certification (Notarized signature required in event of contract award per section 4, "Incorporation")

I certify under penalty of perjury, that all the information provided in this Certificate is current, complete and accurate. I further certify that I am an individual authorized to contractually bind the above named Contracting Entity.


Signature

July 5, 2023
Date

Subscribed and sworn to before me this 5th day of July, 2023


Notary Signature

