



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 5/20/2025

**= Mandatory, information must be provided*

Click or tap the boxes to enter text. If not applicable, indicate "N/A".

***Title:**

Request, pursuant to ARS 12-284.01, to expend funds from the Document and Digital Evidence and Retrieval Conversion Fund to purchase scanning equipment, printers, and upgrade the alarm system for the office of the Clerk of Superior Court in Pima County.

***Introduction/Background:**

The Office of the Clerk of Superior Court is the official record keeper for the Superior Court. As such, it is charged with creating and maintaining an electronic record accessible to our office, the Court, external partners, and the public. Currently, we need printers for our Imaging Unit to replace end of life printers. We also need scanners to transition to digital email and away from fax machines and analog lines used to send documents. Our archive document storage facilities at the Mission Road complex (buildings 21 and 23) needs to have the alarm system upgraded, as it is currently inoperable.

***Discussion:**

ARS 12-284.01 allows for the purchase of equipment to maintain the clerk's document storage and retrieval system using special revenue that is captured at the time filing fees are paid. This money is set aside to defray the cost of maintaining the Clerk's document storage and retrieval system and to convert to micrographs or computer automation. The statute also requires coordination with the Superior Court Presiding Judge, which has been attached for your reference.

***Conclusion:**

The Clerk of Superior Court is in need of updated printers in our Imaging Unit; scanners to transition away from analog lines and fax machines; upgraded alarm system for our Archive Unit facilities. The utilization of the mentioned special revenue fund fits the parameters of this request.

***Recommendation:**

We recommend the BOS approve the request to expend \$35,427.15, from the Document and Digital Evidence and Retrieval Conversion Fund.

***Fiscal Impact:**

General Fund: None Special Revenue Fund Impact: \$35,427.15
Fund: 20391 Cost Center: 10128 Spend Category: 50181

***Board of Supervisor District:**

☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐

Department: Clerk of Superior Court

Telephone: 520-724-3201

Contact: Ray Rivas, Chief Deputy

Telephone: 520-724-3271

Department Director Signature: _____

Date: _____



4/24/2025

Deputy County Administrator Signature: _____

Date: _____



County Administrator Signature: _____

Date: _____

4/28/2025



**OFFICE OF THE CLERK OF SUPERIOR COURT
PIMA COUNTY**

110 West Congress Administration 131-A
Tucson, Arizona 85701-1317

James W. Giacomino
Clerk of the Superior Court

Tel: 520-724-3201
Fax: 520-724-3531

COORDINATION MEMORANDUM

Date: April 22, 2025

To: Hon. Danelle B. Liwski, Presiding Judge, Pima County Superior Court
From: Hon. James W. Giacomino, Clerk of Superior Court, Pima County

Re: COORDINATION TO EXPEND DOCUMENT STORAGE AND RETRIEVAL FUNDS

We are in need of purchasing new printers for our Imaging Unit. In coordination with ITSD, we have received a quote from CDW-G (attached) in the amount of **\$11,401.00**, including tax. The quote has no expiration date.

This need for our office fits the parameters of fund use from the Document Storage and Retrieval Special Revenue Fund, pursuant to ARS § 12-284.01. The new printers will be deployed in our Imaging Unit of the second floor.

Also, the Clerk's Office is transitioning from faxing documents on analog phone lines to scanning/emailing documents. This requires the purchase of 11 scanners for use in the Legal Records (8) and Child Support (3) units. The quote received from ITSD for the scanners is \$4,147.44 (attached Incident #98896), **\$4,508.27** including tax.

This need for our office fits the parameters of fund use from the Document Storage and Retrieval Special Revenue Fund, pursuant to ARS § 12-284.01. The new scanners will be deployed in our Legal Records and Child Support units.

Additionally, the Mission Road buildings 21 and 23, that house our archive files and courtreporter notes, are in need of being upgraded to accept a new intrusion panel and network alarm communicator for each building.

This need for our office fits the parameters of fund use from the Document Storage and Retrieval Special Revenue Fund, pursuant to ARS § 12-284.01. This will bring the alarm system up to 2025 standards and make it operational.

Building 21 Facilities Management (FM) upgrade expenditures are estimated to be \$5,292.40 (attached), **\$5,752.84** including tax.

Building 23 FM upgrade expenditures are estimated to be \$4,492.25 (attached), **\$4,883.07** including tax.

ITSD estimated needed infrastructure and hardware costs are \$3,920.00 (email attached), **\$4,261.04** including tax.

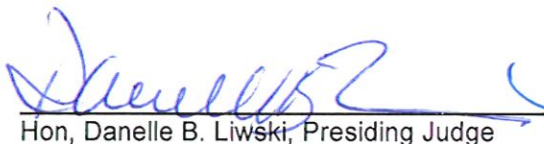
A 15% contingency factor for all requests is **\$4,620.93**.

The total expected expenditures from the Document Storage and Retrieval Fund is **\$35,427.15**.

Your coordination with this expenditure is greatly appreciated.

Attachments: CDW-G quote document, dated April 16, 2025
Incident #98896 Quote for scanners, dated April 10, 2025 (email)
Facilities Management estimates for building 21 and 23, dated April 18, 2025
ITSD estimated costs for building 21 and 23 \$3,920.00 (email)

Coordination Granted/Approved:



Hon. Danelle B. Liwski, Presiding Judge



Hon. James W. Giacomino, Clerk of Superior Court

Cc: Hon. Danelle B. Liwski, Presiding Judge
Hon. James Giacomino, Clerk of Superior Court
Ray S. Rivas, Chief Deputy
Scott Petersen, Associate Clerk
Francie Rech, Director – Finance, Clerk of Superior Court



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

SHANE KUSLITS,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PKHV869	4/16/2025	HP LJ	1001640	\$11,401.00

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
HP LaserJet Enterprise M507dn - printer - monochrome - laser Mfg. Part#: 1PV87A#BGJ UNSPSC: 43212105 Contract: National IPA Technology Solutions (2018011)	11	5545420	\$953.50	\$10,488.50

SUBTOTAL	\$10,488.50
SHIPPING	\$0.00
SALES TAX	\$912.50
GRAND TOTAL	\$11,401.00

PURCHASER BILLING INFO

Billing Address:
ARIZONA SUPERIOR COURT INPIMA COURT
ACCTS PAYABLE
110 W CONGRESS ST FL 9
TUCSON, AZ 85701-1334
Phone: (520) 724-8929
Payment Terms: NET 30-VERBAL

DELIVER TO

Shipping Address:
ARIZONA SUPERIOR COURT INPIMA COURT
ADAM REDDING
110 W CONGRESS ST FL 9
TUCSON, AZ 85701-1334
Phone: (520) 724-8929
Shipping Method: UPS Ground (2-3 days)

Please remit payments to:

CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515



Sales Contact Info

Christopher Anderson | (877) 570-2643 | chrande@cdwg.com

From: Support
Sent: Thursday, April 10, 2025 7:07 AM
To: Rech, Francie
Cc: Giacomino, James W.; Rivas, Ray; Petersen, Scott
Subject: Incident #98896 Quote for scanners

Reply above this line to add a comment

Shane Kuslits commented on incident #98896

Good morning,

These scanners are currently #377.04/ea, which makes the total \$4,147.44. Please let us know the fund info if you would like to move forward. Thank you.

[ADD A COMMENT](#)

RECENT ACTIVITY

Austin Romero updated this incident on Apr 09, 2025 - 3:43pm MST

- Assignee changed from Austin Romero to Barry McCabe

Austin Romero updated this incident on Apr 09, 2025 - 3:43pm MST

- Category changed from Default to Hardware



Your incident was updated on Apr 09, 2025 - 3:32pm MST

- State changed from Pending Assignment to Open
- Assignee changed from ITSD Help Desk to Austin Romero

Francie Rech created this incident on Apr 09, 2025 - 3:32pm MST

Good afternoon – CoC needs to get a quote for scanners for our employees who will be transitioning from faxing to scanning/emailing

- 1. Child Support – 3 scanners
- 2. Legal Records – 8 scanners

Thank you

Francie Rech

Finance Director – Clerk of the Superior Court

110 W Congress St., 1st Floor, Room #119

Tucson, AZ 85701

520-724-3384

Frech@sc.pima.gov

My normal office hours are 7am to 4pm

Attributes

Service requester	Priority
Francie Rech	None
Received at	Site
Apr 09, 2025 - 3:32pm MST	Clerk of the Court
Assigned to	Department
Barry McCabe	Clerk Administration
Category	Via
Hardware	Email
Subcategory	
Peripherals	



April 18, 2025

MISSION RD BLDG 21 COURT WH 1313 S MISSION RD UPGRADE ANALYSIS OF CURRENT ALARM SYSTEM
Pima County Facilities Management
150 W. Congress St Floor 3
Tucson, AZ 85701

Re: Intrusion system upgrade

Estimate only for 1313 S Mission Rd blding 21 intrusion system upgrade \$5,292.40

Prices subject to change without notification.

Sincerely,

Dennis Crosby
PCFM Electronics Supervisor
520-724-3068

Tony Cisneros, Director

<u>Task Description</u>	<u>Est Hours Per Person</u>	<u># of People</u>	<u># of Tasks</u>	<u>Hours per Task</u>
Install System	24	2	1	48
Program System	8	1	1	8
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				<u>Hours Total</u>
				56
			Labor Cost:	\$2,800.00
			Parts Cost:	\$2,492.40
			Total Cost:	\$5,292.40
<u>Questions, Comments, Concerns, Notes:</u>				

Questions, Comments, Concerns, Notes:

2508095650 MISSION RD BLDG 21 COURT WH 1313 S MISSION RD



April 18, 2025

MISSION RD BLDG 21 COURT WH 1313 S MISSION RD UPGRADE ANALYSIS OF CURRENT ALARM SYSTEM
Pima County Facilities Management
150 W. Congress St Floor 3
Tucson, AZ 85701

Re: Intrusion system upgrade

Estimate only for 1313 S Mission Rd blding 23 intrusion system upgrade \$4,492.25

Prices subject to change without notification.

Sincerely,

Dennis Crosby
PCFM Electronics Supervisor
520-724-3068

Tony Cisneros, Director

<u>Task Description</u>	<u>Est Hours Per Person</u>	<u># of People</u>	<u># of Tasks</u>	<u>Hours per Task</u>
Install System	24	2	1	48
Program System	8	1	1	8
				0
				0
				0
				0
				0
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				0
				0
				0
				0
				0
				<u>Hours Total</u>
				56
		Labor Cost:	\$2,800.00	
		Parts Cost:	\$1,692.25	
		Total Cost:	\$4,492.25	
<u>Questions, Comments, Concerns, Notes:</u>				