



# BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 4/15/2025

\*= 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 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, our scanning equipment is near end-of-life and must be replaced to maintain our record keeping standards.

**\*Discussion:**

ARS 12-284.01 allows for the purchase of scanning equipment 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 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 scanning equipment. The utilization of the mentioned special revenue fund fits the parameters of this request.

**\*Recommendation:**

We recommend the BOS approve the request to expend \$16,400, plus tax, from the Document and Digital Evidence and Retrieval Conversion Fund.

**\*Fiscal Impact:**

General Fund: None Special Revenue Fund Impact: \$16,400.00, plus tax  
Fund: 20391 Cost Center: 10128 Spend Category: 50229

**\*Board of Supervisor District:**

1  2  3  4  5  All

Department: Clerk of Superior Court


Telephone: 520-724-3201

Contact: Ray Rivas, Chief Deputy

Telephone: 520-724-3271

Department Director Signature: 

Date: MARCH 24, 2024

Deputy County Administrator Signature: 

Date: \_\_\_\_\_

County Administrator Signature: \_\_\_\_\_

Date: 3/27/2025

*Office of the Clerk of Superior Court  
Pima County*

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

Gary L. Harrison  
Clerk of the Superior Court

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

**COORDINATION MEMORANDUM**

Date: March 24, 2025

To: Hon. Danelle B. Liwski, Presiding Judge, Pima County Superior Court  
From: Hon. Gary L. Harrison, Clerk of Superior Court, Pima County

**Re: COORDINATION TO EXPEND DOCUMENT STORAGE AND RETRIEVAL FUNDS**


We are in need of purchasing an additional scanner for our Imaging Unit. In coordination with ITSD, we have received a quote from Ricoh (attached) in the amount of \$15,000.39, excluding tax. The quote is set to expire on April 19, 2025.

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 scanner will be deployed in our Imaging Unit on the second floor.

Your coordination with this expenditure is greatly appreciated.

Attachment: RICOH quote document, dated March 20, 2025

Coordination Granted/Approved:

  
\_\_\_\_\_  
Hon. Danelle B. Liwski, Presiding Judge

  
\_\_\_\_\_  
Hon. Gary L. Harrison, Clerk of Superior Court

Cc: James Giacomino, Associate Clerk  
Scott Petersen, Associate Clerk  
Francie Rech, Director – Finance, Clerk of Superior Court



Quote Document for

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Date: March 20,2025

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<u>Quantity</u>	<u>Item Description</u>	<u>Ext Selling Price</u>
1	RICOH SCANNER FI-8930 130PPM-260IPM PSIP 3-MONTHS BASIC ONSITE INC3MO	\$8,446.29
1	[OOD]RICOH SCANNER FI-8930 1 YEAR SCANCARE 24/7 INC1YR	\$5,187.00
1	RICOH SCANNER FI-890PRB POST IMPRINTER BACK WITH INSTALL FOR FI-8950 AND FI-8930	\$1,367.10
	Sub Total:	\$15,000.39

OMNIA # 2021002788

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Reservation of Rights—This quote is based upon the information provided by you, and the assumptions made by us in preparing the information contained herein. While care has been taken to ensure the accuracy of this quote, we make no representations or warranties about the accuracy, completeness or adequacy of the information contained herein, and shall not be liable for any errors or omissions. We recognize your right to negotiate and approve the terms of any resulting contract and we reserve the same right. We also acknowledge that all contract terms and conditions must be mutually agreed upon by both of us. THIS QUOTE IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY AND IS NOT, NOR SHOULD IT BE CONSTRUED AS, AN OFFER TO SELL/LEASE THE GOODS OR SERVICES LISTED HEREIN.

Rev. 04/13

Quote Number 35471854

Expires on April 19,2025