

RESOLUTION NO. 2026-032

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE FINDING IT IS IN THE BEST INTEREST OF THE CITY TO DISPENSE WITH THE FORMAL REQUEST FOR PROPOSAL PROCEDURE PURSUANT TO ELK GROVE MUNICIPAL CODE SECTION 3.42.140(B)(3) AND AUTHORIZING THE CITY MANAGER TO EXECUTE A SECOND AMENDMENT TO THE CONTRACT WITH UBEO BUSINESS SERVICES FOR DOCUMENT SCANNING AND RECORDS MANAGEMENT SERVICES FOR THE COMMUNITY DEVELOPMENT DEPARTMENT TO MODIFY THE SCOPE OF WORK TO INCLUDE ADDITIONAL DIVISIONS WITHIN THE COMMUNITY DEVELOPMENT DEPARTMENT

WHEREAS, on December 11, 2024, the City Council authorized the City Manager to execute a contract with UBEO Business Services to provide document scanning and records management services for the Community Development Department, Planning Division following a formal request for proposal procedure pursuant to requirements of Elk Grove Municipal Code Chapter 3.42; and

WHEREAS, on December 16, 2025, the City Manager executed a First Amendment to the contract to extend the term to January 1, 2027; and

WHEREAS, the City now desires to modify the scope of the contract through a second amendment to allow document scanning and records management services to be provided for additional divisions within the Community Development Department, including Building Safety, Development Engineering, Code Enforcement, and Housing and Public Services; and

WHEREAS, for the reasons presented, pursuing a formal request for proposal for the additional services is not in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Elk Grove hereby finds it is in the best interest of the City to dispense with the formal request for proposal procedure pursuant to Elk Grove Municipal Code Section 3.42.140(B)(3) and authorizes the City Manager to execute a second amendment to the contract with UBEO Business Services, in substantially the form presented, to modify the scope of work for document scanning and records management services for the Community Development Department, with no increase to the total value of the contract (\$266,149.68).

PASSED AND ADOPTED by the City Council of the City of Elk Grove this 25th day of February 2026



BOBBIE SINGH-ALLEN, MAYOR of the
CITY OF ELK GROVE

ATTEST:



JASON LINDGREN, CITY CLERK

APPROVED AS TO FORM:



JONATHAN P. HOBBS,
CITY ATTORNEY

CERTIFICATION
ELK GROVE CITY COUNCIL RESOLUTION NO. 2026-032

STATE OF CALIFORNIA)
COUNTY OF SACRAMENTO) ss
CITY OF ELK GROVE)


I, Jason Lindgren, City Clerk of the City of Elk Grove, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Elk Grove at a regular meeting of said Council held on February 25, 2026 by the following vote:

AYES: **COUNCILMEMBERS:** *Singh-Allen, Suen, Brewer, Robles, Spease*

NOES: **COUNCILMEMBERS:** *None*

ABSTAIN: **COUNCILMEMBERS:** *None*

ABSENT: **COUNCILMEMBERS:** *None*



Jason Lindgren, City Clerk
City of Elk Grove, California