

28. Approve third amendment to agreement with Z Consulting Services, extending the term until June 30, 2025, for the correctional facilities monitoring systems upgrade project, and take related actions ()



County of Santa Cruz Board of Supervisors

Agenda Item Submittal

From: County Executive Office

Subject: Approve Contract Extension with Z Consulting Services

Meeting Date: June 24, 2025

Formal Title: Approve third amendment to agreement with Z Consulting Services, extending the term until June 30, 2025, for the correctional facilities monitoring systems upgrade project, and take related actions

Recommended Actions

1. Approve third amendment to agreement (contract 21C4451A, which was previously 21C4451) with Z Consulting Services, extending the term until June 30, 2025, for the correctional facilities monitoring systems upgrade project; and
2. Direct the County Executive Officer, or designee, to sign the amendment on behalf of the County.

Executive Summary

This item requests Board approval to extend the term of contract 21C4451A (previously 21C4451) with Z consulting services until June 30, 2025, for the correctional facilities monitoring systems upgrade project to pay the final invoice.

Discussion

On September 15, 2020, the County entered into a contract agreement with Z Consulting Services to conduct the Request for Proposal (RFP) process for the correctional facilities monitoring systems upgrade project in the not-to-exceed amount of \$94,600. On June 28, 2022, the first amendment to this contract increased the scope of work to provide technical and process expertise in implementing the construction phase of this project, extended the contract to December 31, 2024 and increased the compensation to a not-to-exceed amount of \$134,600. A second amendment on May 16, 2023, increased the compensation to a not-to-exceed amount of \$164,600.

Elsewhere on your agenda is the Notice of Completion on this project for the construction contract with American Alarm and the final payment of \$145,326.27 on their contract 22C4551. The project was scheduled to be completed in December of 2024 but construction by American Alarm extended into 2025. The contract with Z Consulting was inadvertently not extended to coincide with the additional construction process, though work by Z Consulting continued through April of 2025. The County has a final invoice in the amount of \$4,175 for services provided. To pay this final invoice, it is necessary to extend the term of the contract to align with the end of the current fiscal year.

Financial Impact

This contract amendment has no additional financial impact. Funding for the final invoice payment is included in GL Key 191120-86110 under contract 21C4451A (previously 21C4451) with a not-to-exceed amount of \$164,600. The final total for all payments on this contract to Z Consulting is \$128,464.16. Any remaining funds will be liquidated after the payment of the final invoice.

Strategic Initiatives

Operational Plan - Operational Excellence

Submitted By:

Carlos J. Palacios, County Executive Officer

Recommended By:

Carlos J. Palacios, County Executive Officer

Artificial Intelligence Acknowledgment:

Artificial Intelligence (AI) did not significantly contribute to the development of this agenda item.

AMENDMENT TO AGREEMENT

The parties hereto agree to amend that certain Agreement 21C4451A (previously 21C4451), dated September 15, 2020 by and between the COUNTY OF SANTA CRUZ and Z Consulting Group, Inc. by extending the contract to June 30, 2025 for the purposes of assisting in the implementation phase of the correctional facilities monitoring systems upgrade. All other provisions of said Agreement shall remain the same.

Dated: June 24, 2025

4. COUNTY OF SANTA CRUZ

By: _____ Date: _____
County Executive Officer

2. CONTRACTOR

Signed by: *Zahid Masood*
By: _____ Date: 6/16/2025
B60495C4F2D547D...
Zahid Masood Managing Director
Z Consulting Group, Inc.
Address: 2625 Three Springs Drive, #200 Westlake Village, CA 91361
Telephone: 818-203-4400
Email: zmasood@z-consulting.net

3. APPROVED AS TO INSURANCE:

Signed by: *Gina Borasi*
By: _____ Date: 6/17/2025
E4EADC5BA53B4DB...
Risk Management

1. APPROVED AS TO FORM:

Signed by: *Ryan Thompson*
By: _____ Date: 6/17/2025
9E4A945741D64EA...
Office of the County Counsel

- DISTRIBUTION
- Sheriff-Coroner
- General Services
- Auditor-Controller
- Z Consulting Service

Certificate Of Completion

Envelope Id: 50CFA148-78EF-4D6A-8674-B878C8BF9F10
 Subject: URGENT: Complete with Docusign: AMENDMENT TO AGREEMENT 21C4451.docx
 Source Envelope:
 Document Pages: 1
 Certificate Pages: 5
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Completed
 Envelope Originator:
 Melodye Serino
 701 Ocean Street
 Santa Cruz, CA 95060
 Melodye.Serino@santacruzcountyca.gov
 IP Address: 108.219.12.180

Record Tracking

Status: Original 6/16/2025 5:22:47 PM	Holder: Melodye Serino Melodye.Serino@santacruzcountyca.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: County of Santa Cruz	Location: Docusign

Signer Events

Zahid Masood
 zmasood@z-consulting.net
 Project Manager
 Security Level: Email, Account Authentication (None)

Signature

Signed by:

B60195C4F2D547D...
 Signature Adoption: Pre-selected Style
 Using IP Address: 75.83.84.46

Timestamp

Sent: 6/16/2025 5:32:53 PM
 Viewed: 6/16/2025 7:28:29 PM
 Signed: 6/16/2025 7:28:50 PM

Electronic Record and Signature Disclosure:
 Accepted: 6/16/2025 7:28:29 PM
 ID: 1b241608-46f7-4372-85dd-1c44e445909f

Ryan Thompson
 ryan.thompson@santacruzcountyca.gov
 Security Level: Email, Account Authentication (None)

Signed by:

9E4A945741D64EA...
 Signature Adoption: Pre-selected Style
 Using IP Address: 174.160.144.187

Sent: 6/16/2025 7:28:51 PM
 Viewed: 6/17/2025 6:09:34 AM
 Signed: 6/17/2025 6:10:17 AM

Electronic Record and Signature Disclosure:
 Accepted: 6/17/2025 6:09:34 AM
 ID: 552020e1-3935-48f1-bef7-1f2c18f19030

Gina Borasi
 Gina.Borasi@santacruzcountyca.gov
 Risk Manager
 County of Santa Cruz
 Security Level: Email, Account Authentication (None)

Signed by:

E4EADC5BA53B4DB...
 Signature Adoption: Pre-selected Style
 Using IP Address: 24.6.202.106

Sent: 6/17/2025 6:10:18 AM
 Viewed: 6/17/2025 7:34:44 AM
 Signed: 6/17/2025 7:34:54 AM

Electronic Record and Signature Disclosure:
 Accepted: 12/18/2023 9:38:58 AM
 ID: 5f1392e5-7eb7-47e8-b6a6-baa8d5c3b8c6

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp
---------------------------	--------	-----------

Carbon Copy Events	Status	Timestamp
--------------------	--------	-----------

Melodye Serino Melodye.Serino@santacruzcountyca.gov Deputy CAO County of Santa Cruz Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 3/1/2022 8:54:02 AM ID: f16866e9-a995-406c-93df-20e4c0b266df	COPIED	Sent: 6/17/2025 7:34:55 AM
---	---------------	----------------------------

Witness Events	Signature	Timestamp
----------------	-----------	-----------

Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
-------------------------	--------	------------

Envelope Sent	Hashed/Encrypted	6/16/2025 5:32:53 PM
Certified Delivered	Security Checked	6/17/2025 7:34:44 AM
Signing Complete	Security Checked	6/17/2025 7:34:54 AM
Completed	Security Checked	6/17/2025 7:34:55 AM

Payment Events	Status	Timestamps
----------------	--------	------------

Electronic Record and Signature Disclosure
--

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, County of Santa Cruz (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact County of Santa Cruz:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: nada.algharib@santacruzcounty.us

To advise County of Santa Cruz of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at nada.algharib@santacruzcounty.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from County of Santa Cruz

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to nada.algharib@santacruzcounty.us and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with County of Santa Cruz

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to nada.algharib@santacruzcounty.us and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify County of Santa Cruz as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by County of Santa Cruz during the course of your relationship with County of Santa Cruz.