



## Cover Memorandum/Staff Report

---

**File #:** 24-909

**Agenda Date:** 7/9/2024

**Item #:** 6.L.1.

---

**TO:** Mayor and Commissioners  
**FROM:** Anthea Gianniotis, Development Services Department  
**THROUGH:** Terrence R. Moore, ICMA-CM  
**DATE:** July 9, 2024

RESOLUTION NO. 27-24: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DELRAY BEACH, FLORIDA APPROVING AN AGREEMENT WITH ADVANCED DATA SOLUTIONS, INC., FOR DOCUMENT SCANNING SERVICES PURSUANT TO INVITATION TO BID 2024-011 FOR UP TO \$274,000 ANNUALLY FOR A FIVE-YEAR CONTRACT IN THE AMOUNT OF \$1,370,000.

**Recommended Action:**

Motion to approve Resolution No. 27-24 to award and Agreement to Advanced Data Solutions, Inc for Documents Scanning Services pursuant to Invitation to Bid No. 2024-011 in the amount of \$274,000 annually for a Five-Year (5) total of \$1,370,000; authorizing the City Manager to take all actions necessary to effectuate this Agreement; and for other purposes.

**Background:**

Until e-Plans launched in November of 2022, all planning and permitting functions were carried out using paper applications and plan sets. These legal documents and public records must be archived and maintained. Digital scanning is imperative to maintain the integrity of the documents over time, reduce the physical area dedicated to document storage in the space-constrained building, and facilitate access to public records. The Building Division budgets funds each year for this effort. Files are scanned with meta-tags to allow records to be retrieved over time using various search fields, such as City file number (planning) or permit number (building), address, property control number, project name, etc. While the Development Services Department anticipates a full shift to digital applications in 2025, decades of paper permit and planning files exist. The Department is seriously space-constrained and Building Fund funding is budgeted in the Capital Improvements Plan to reconfigure the floor layout to better accommodate the workforce; the files must be removed from the building as part of this effort. Scanning the documents both preserves them and offers opportunities for future applications. One of the department's long term goals is to establish an on-line digital records library that would be accessible by the general public. The City of Delray Beach Police Department is in need of scanning of old records, training unit and employment files.

On January 4, 2024, the City of Delray Beach (City) issued Invitation to Bid (ITB) No. 2024-011 to select a contractor to provide documents scanning services. On February 14, 2024, the City received four (4) submittals pursuant to ITB No. 2024-011. The bid submitted by Advanced Data Solutions, Inc. was deemed responsive and responsible per the bid requirements.

Name of Bidder	Base Bid Total Cost
Advanced Data Solutions, Inc.	\$274,000
Advanced Imaging Solutions Inc.	\$280,000
Visionet Systems	\$663,800
Crawford Technologies	\$787,000

The agreement is effective for an initial term of three (3) years and may be renewed for two (2) additional one (1) year periods, unless terminated earlier in accordance with the terms set forth in the ITB. Should the City exercise the renewal options provided in the contract, the cumulative contract value is provided below:

Contract Value		
Initial Term		\$822,000
Renewal Term 1:		\$274,000
Renewal Term 2:		\$274,000
Total:		\$1,370,000

#### **Attachments**

1. Legal Review Checklist
2. Agreement ITB 2024-011 Advanced Data Solutions, Inc.
3. Resolution No. 27-24
4. Pricing
5. ITB 2024-011 Final Advertised Bid
6. Advanced Data Solution Bid Submittal

This motion is in accordance with the Code of Ordinance Chapter 36, and City Policies and Procedures.

#### **City Attorney Review:**

Reviewed for legal form and sufficiency.

#### **Funding Source/Financial Impact:**

\$200,000 is budgeted in the current and next fiscal year in the Building Inspection budget for this specific effort.

001-21-110-521.34-90 Other Contractual Services

#### **Timing of Request:**

Storing the paper files has taken an office off-line and the reconfiguration of the Department floor area is anticipated to start in the next fiscal year.