



Legislation Text

File #: 18-796, **Version:** 1

TO: Mayor and Commissioners
FROM: Katerri Johnson, City Clerk
THROUGH: Mark R. Lauzier, City Manager
DATE: December 11, 2018

RESOLUTION NO. 149-18 TO APPROVE A PIGGYBACK AGREEMENT WITH ADVANCED DATA SOLUTIONS, INC. UTILIZING THE CITY OF FORT LAUDEDALE AGREEMENT FOR SCANNING, INDEXING, IMAGING AND MEDIA CONVERSION SERVICES. FOR A NOT-TO-EXCEED AMOUNT OF \$219,000

Recommended Action:

Motion to approve Resolution No. 149-18 for a not-to-exceed amount \$219,000 to Advanced Data Solutions, Inc. utilizing the City of Fort Lauderdale Agreement for scanning, indexing, imaging and media conversion and to authorize the City Manager to exercise any and all renewal options.

Background:

On October 2, 2013 the City of Parkland, Florida awarded a five year contract to The DRS Group of Florida, Inc. for document imaging, indexing, and shredding services (contract number 2013-06). The contract was valid through October 1, 2018, with three additional one-year options to renew. The City of Delray Beach (City) has been using this contract via a piggyback for these services. However, the contract was not renewed by the City of Parkland and can no longer be utilized.

On May 16, 2017, the City of Fort Lauderdale awarded a three year Agreement with Advanced Data Solutions, Inc. for scanning, indexing, imaging, and media conversion. The contract is valid from May 16, 2017 through May 15, 2020 with two, one-year renewal options. The contract with Ft. Lauderdale is proposed for the City's scanning, indexing, imaging, and media conversion services.

Document imaging facilitates long-term preservation of permanent retention documents such as building plans, personnel records, solicitation and contract documents, and City Commission meeting records. The Agreement will allow for transitioning documents from paper to electronic format for ease of storage and retrieval as well as to maintain the integrity of the documents for the required retention periods. These services will be used by the City Clerk's Office, Development Services, Code Enforcement, Police Department and other City departments. Staff recommends award of the Agreement for a not-to-exceed amount of \$219,000.

City Attorney Review:

Approved as to form and legal sufficiency.

Funding Source/Financial Impact:

Please include a comprehensive and complete fiscal analysis of the item and full justification.

Building \$100,000.	001-26-220-524-34.70
Planning and Zoning \$ 25,000.	001-26-200-515-34.70
Code Enforcement \$2,000.	001-24-240-524.34-70
Police Department \$92,000.	001-21-110-521.34-70 & 001-21-110-521.34-90

Timing of Request:

The referenced departments need to keep pace with scanning of documents due to limited physical space for files.

Attachment 1: Legal Review Checklist

Attachment 2: Resolution No. 149-18

Attachment 3: Advanced Data Solutions, Inc. Agreement Cooperative Purchase

Attachment 4: Advance Data Solutions Agreement