

MEETING DATE/TYPE: VOTING MEETING 1-22-19

DEPARTMENT: Community Development

AGENDA ITEM: Approval of an Amendment No. A1 to City Contract No. 2019-092, ratifying total payment of \$49,312.80 to Arizona Digital Solutions for the purchase of completed scanning services. Funding is available in the General Fund.

FUNDING SOURCE: General Fund

Approved By: Michael Lamar, City Manager

Item Summary

This item is for ratification of an amended total amount of \$49,312.80 for completed scanning services of permanent building permit files by vendor Arizona Digital Solutions. The low bid of \$14,280, inclusive of an undetermined larger size map variable, was accepted and a Professional Services Agreement entered into in August 2018. The contract was not brought to Council due to the accepted bid amount falling under the established threshold. The vendor began the job in late August 2018 and completed the job in December 2018. This invoiced amount exceeds the accepted low bid amount of \$14,280.00 by \$35,032.80, the amount of this contract amendment request.

Background

This scanning project was budgeted for in FY19 in order to address the need to create a digital file backup of Community Development permanent building permit and map files for the safe storage of and greater accessibility to historical building permit records, which are frequently the subject of public records requests. A bid process was initiated in late spring, 2018 and completed in June, 2018. Vendor Arizona Digital Solutions submitted the low bid of \$14,280.00 to complete the contract deliverables, which included pick-up from Community Development of physical files, scanning, indexing, and return of physical files to our records storage facility, as well as return of all digital files on designated file storage devices.

The scope of work called out the scanning of approximately 200,000 8½ x 11 documents (80% of items to be scanned) and an undetermined number of 11x17 or other size documents (estimated at 20% of items to be scanned). The accepted proposal indicated a price of \$24 per map for an “unknown quantity of maps 36x48 TBT, \$24/Map.” The low bid of \$14,280.00, inclusive of the undetermined larger size map

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The vendor billing for the project reflected the bid amount of \$14,280.00, plus an updated, defined total of 2,654 wide format maps billed at \$24 per map, for an invoice total of \$63,696.00. The vendor expressed a 45% bulk discount for the wide format maps, reducing the total amount of the invoice by \$28,663.20, for a total invoice amount of \$49,312.80.

The total budgeted amount for this project through the FY19 budget process was \$45,000.00, indicating that Community Development leadership at the time anticipated the project, with certain undetermined variables, could range up to or in the vicinity of that amount. In addition, two out of the four bids received through the bid process were over \$50,000.00, indicating that the successful bidder had potentially underbid the project, using the number of scanned items that could be quantified (200,000 8½ x 11 pages) to establish their base bid amount.

Financial Impact

FY19 funding in the amount of \$49,312.80 is available in the General Fund.

Attachments

1. Professional Services Agreement, City Contract No. 2019-092

Recommended Action: MOVE to approve City Contract No. 2019-092A1.