



## COMPLETION OF RECORDS MANAGEMENT PROJECT

BUILDING DIVISION RECORDS  
SCANNING AND DIGITIZATION

### PURPOSE

- ▶ To complete the digitization of building division records.

### BACKGROUND

- ▶ The original bid was approved by the City Council at a meeting held on May 21, 2019 in the amount of \$98,670.
- ▶ The original bid was done via cooperative purchasing aka "piggyback" to an Adams County bid as provided for in section 3-8-40 (f) of the city's Municipal Code.

### BACKGROUND

- ▶ The contractor did not complete the project within the original bid amount and requested additional funds of \$122,342.49 to complete the project. The change order for the additional funds to complete the project was brought before the City Council on April 19, 2020.
- ▶ At that time, the City Council expressed concern that the contractor had underbid the project and expressed concern with approving a change order to the same contractor.

### BACKGROUND

- ▶ At that meeting, the City Council also requested the City Attorney review whether or not the contractor was in breach of the contract.
- ▶ The City Attorney reviewed the contract and found that the contractor was not in breach of the contract as the contract was based on actual per unit pricing.
- ▶ Ultimately, City Council did not approve the change order, which resulted in the need to go back out to bid.

### BID PROCESS

- ▶ A Request for Proposal (RFP) was prepared and submitted to the Procurement Division and they performed open public bidding through the BidNet process.
- ▶ The city received 5 bids, which had a wide range of pricing from \$58,500.00 up to \$382,212.45.

## BID PROCESS

- ▶ The selection process was narrowed down using scoring of historic customer satisfaction, responsiveness, responsibility, price, reliability, finances, and health and safety.
- ▶ After careful consideration and examination, staff is recommending that the City Council approve the bid from Kanes Record Management, Inc. (DBA DocuTek, Inc.).
- ▶ This bid is the second lowest out of the 5 bids received and staff feels the qualifications and pricing are the most qualified for the City's purposes.

## BID PROCESS

- ▶ Since the previous contractor underestimated the number of documents to be scanned and digitized, staff included a ten percent contingency amount on DocuTek's bid.
- ▶ Therefore, an additional \$7,431.10 has been added to DocuTek's bid amount of \$74,311.02, thus totaling \$81,742.12. Note: The city shall only pay for the actual amount of documents scanned, which total will not exceed \$81,742.12.

## STAFF RECOMMENDATION

- ▶ The necessity to complete this project is paramount to customer service when dealing with Open Records Requests and the most efficient use of staff time.
- ▶ Therefore, it is recommended that the contract be awarded to DocuTek in which the total will not exceed \$81,742.12 (10% contingency included).

## OPTIONS FOR COUNCILS CONSIDERATION

- ▶ Approve the bid as presented;
- ▶ Reject the bid; or
- ▶ Require new proposals to be prepared.