

PURPOSE

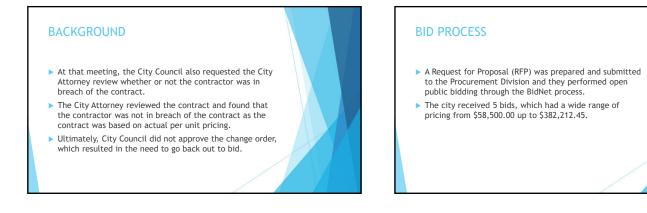
 To complete the digitization of building division records.

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.



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 PocuDek in which the total will not exceed

 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.