



**CITY OF FORT LAUDERDALE
City Commission Agenda Memo
REGULAR MEETING**

#17-0502

TO: Honorable Mayor & Members of the
Fort Lauderdale City Commission

FROM: Lee R. Feldman, ICMA-CM, City Manager

DATE: May 16, 2017

TITLE: Motion to Approve Business Associate Agreement and Contract for
Purchase of Scanning, Indexing, Imaging and Media Conversion Services
– Advanced Data Solutions, Inc. - \$852,120 (three-year total)

Recommendation

It is recommended that the City Commission approve a business associate agreement and a three-year contract, in substantially the forms attached, with Advanced Data Solutions, Inc. for the purchase of scanning, indexing, imaging and media conversion services at an estimated cost of \$852,120; and authorize the City Manager to approve two, one-year, renewal options contingent upon appropriation of funds.

Background

The Department of Sustainable Development, acting as lead department, is in the process of procuring the services from a vendor for the Building Services Division's Digitization Project which includes scanning, digital conversion and archiving of more than 4.5 million documents and microfilm. The records consist of plans, drawings, review documents, and certificates of occupancy; and the microfilm consists of property records. This project is critical for proper management and tracking of documents. It will eliminate the risk of records being destroyed due to fire, flood, or other disasters. RFID (Radio Frequency Identification Device) technology is currently being used to track the location of paper documents. The services will also be used by other departments on an as needed basis.

The background of the solicitation process includes the following:

- September 19, 2016 – Request for Proposal (RFP) 575-11786 was issued for scanning, indexing, imaging and media conversion services.
- November 10, 2016 – The RFP closed with a total of eight firms submitting proposals including:

Advanced Data Solutions, Inc.
The DRS Group of Florida
Ricoh USA, Inc.
Viatron Systems, Inc.

Image One
Pioneer Records Management
Scanning America, Inc.
Grid Systems USA, LLC

Of the eight proposers, only Advanced Data Solutions, Inc., The DRS Group of Florida and Ricoh USA, Inc. provided the Statement on Standards for Attestation Engagements and/or the Service Organization Control security reports as required in the specifications. Therefore, the other five proposals were deemed non-responsive.

- January 3, 2017 – The evaluation committee consisting of Valerie Arthur, Senior Technology Specialist; Fernando Ayrosa, Senior Technology Specialist; Robin McIntosh, Administrative Assistant I; Pamela Schilknecht, Police Records Supervisor; and Carol Sayer, Assistant City Clerk III met with AnnDebra Diaz, Senior Procurement Specialist, to evaluate and rank the three remaining responsive firms based on the evaluation criteria shown below:

EVALUATION CRITERIA	WEIGHT
Understands overall needs of the City	25%
Experience, Qualifications, Past Performance	25%
Methods and Resources of performing services	10%
Security and Location of service facility	10%
Cost for services performed	30%
Total	100%

The three firms were ranked as follows contingent upon a successful site visit and preliminary sample test:

Advanced Data Solutions, Inc. (1st Place)
 The DRS Group of Florida (2nd Place)
 Ricoh USA, Inc. (3rd Place)

- January 27, 2017 - The preliminary sample tests were completed.
- February 24, 2017 - A site visit by Robin McIntosh was completed.
- March 24, 2017 – The evaluation committee met to review the preliminary sample test and site visit. The committee moved forward with a recommendation for award upon the approval of the site visit and sample test.

Resource Impact

There will be a current fiscal year impact to the City in the amount of \$852,120. Future expenditures are contingent upon approval and appropriation of the annual budget.

<i>Funds available as of April 12, 2017</i>					
ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	PURCHASE AMOUNT
140-DSD034002-3299	Building Permits	Services/Materials / Other Services	\$4,010,199	\$1,890,510	\$789,620
001-HRD010101-3299	Human Resources	Services/Materials / Other Services	\$408,930	\$217,998	\$35,000
450-PBS050601-3299	Office Support Clerical	Services/Materials / Other Services	\$12,939	\$5,456	\$2,500
331-PBS040101-3299	Engineering Administration	Services/Materials / Other Services	\$120,455	\$93,439	\$2,500
450-PBS060101-3299	Utilities Engineering Operations	Services/Materials / Other Services	\$3,505,185	\$2,304,340	\$2,500
001-POL020101-3907	Support Services	Services/Materials / Data Processing Supplies	\$20,000	\$20,000	\$20,000
PURCHASE TOTAL ►					\$852,120

Strategic Connections

This item is a *Press Play Fort Lauderdale Strategic Plan 2018*, initiative, included within the Internal Support Cylinder of Excellence, specifically advancing:

- Goal 12: Be a leading government organization, managing our resources wisely and sustainably.
- Objective 3: Provide safe, efficient, and well-maintained vehicles, equipment, and facilities and integrate sustainability into daily operations.

This item advances the *Fast Forward Fort Lauderdale 2035 Vision Plan: We Are United*.

Attachments

Exhibit 1 – Solicitation
 Exhibit 2 – Final Ranking
 Exhibit 3 – Advanced Data Solutions Proposal
 Exhibit 4 – The DRS Group Proposal
 Exhibit 5 – Ricoh USA Proposal
 Exhibit 6 – Image One Proposal
 Exhibit 7 – Pioneer Records Proposal
 Exhibit 8 – Scanning America Proposal
 Exhibit 9 – Viatron Proposal
 Exhibit 10 – Grid Systems Proposal
 Exhibit 11 – Contract
 Exhibit 12 – Business Associate Agreement

Prepared by: Valerie Arthur, Sustainable Development
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