



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

#23-0292

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

FROM: Greg Chavarria, City Manager

DATE: April 18, 2023

TITLE: Motion Approving an Agreement for Document and Media Scanning
Services - Advanced Data Solutions, Inc. \$583,000 and Advanced Imaging
Solutions, Inc. \$237,500 - (**Commission Districts 1, 2, 3 and 4**)

Recommendation

Staff recommends the City Commission approve multiple agreements, in substantially the form attached, for Document and Media Scanning Services: *Scanning, Indexing, Imaging and Media Conversion Services - Group 1* from Advanced Data Solutions, Inc. in the amount of \$583,000; and *Microfiche Conversion Services - Group 2* from Advanced Imaging Solutions, Inc. in the amount of \$237,500 for a combined initial three-year contract amount of \$820,500, and authorize the City Manager to approve two (2), one-year renewal options, in the estimated annual collective renewal amount of \$273,500, for a potential five-year contract aggregate amount of \$1,367,500, contingent upon appropriation of funds.

Background

On September 23, 2022, the Procurement Services Division issued Request for Proposals (RFP) No. 12696-535 - Document and Media Scanning Services for scanning, digital conversion and archiving of more than 4.5 million documents and microfilm maintained by the Development Services Department. The documents consist of plans, drawings, review documents, and certificates of occupancy; the microfilm consists of property records. The Digitization Project will eliminate the risk of records being destroyed due to fire, flood, or other disasters. Radio Frequency Identification Device (RFID) technology is currently being used to track the location of paper documents. The services may also be used by the City Clerk's Office and other departments on an as needed basis for their digital conversion and archiving efforts.

A total of four (4) firms submitted proposals for *Scanning, Indexing, Imaging and Media Conversion Services (Group 1)*:

1. Access Corporation
2. Advanced Data Solutions, Inc.
3. Advanced Imaging Solutions, Inc.
4. Court Record and Data Management Services

A total of two (2) firms submitted proposals for *Microfiche Conversion Services (Group 2)*:

1. Advanced Imaging Solutions, Inc.
2. Court Record and Data Management Services

On December 1, 2022 and January 17, 2023, the Evaluation Committee (Committee) met and reviewed the proposals, evaluated, and ranked the firms based on the evaluation criteria shown below:

Evaluation Criteria	Weight (%)
Cost for Services Performed	30
Understanding of the Overall Needs of the City for Services	25
Experience, Qualifications and Past Performance	25
Methods and Resources for Performing Services	10
Security of Service Facility	10
TOTAL	100

The four (4) responsive firms for *Scanning, Indexing, Imaging and Media Conversion Services (Group 1)* were ranked as follows:

1. Advanced Data Solutions, Inc. (1st Ranked Firm)
2. Advanced Imaging Solutions, Inc. (2nd Ranked Firm)
3. Court Record & Data Management Services (3rd Ranked Firm)
4. Access Corporation (4th Ranked Firm)

The two (2) responsive firms for *Microfiche Conversion Services (Group 2)* were ranked as follows:

1. Advanced Imaging Solutions, Inc. (1st Ranked Firm)
2. Court Record and Data Management Services (2nd Ranked Firm)

Resource Impact

There will be a current fiscal impact to the City in the amount of \$273,500 for FY 2023 for both document and media scanning services. Future expenditures are contingent upon the approval and appropriation of the annual budget.

Funds available as of March 14, 2023					
ACCOUNT NUMBER	COST CENTER NAME (Program)	CHARACTER/ ACCOUNT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	AMOUNT
10-140-3101-524- 30-3199	Building Permits	Other Professional Services	\$3,615,734	\$1,479,012	\$273,500
TOTAL AMOUNT ►					\$273,500

Strategic Connections

This item supports the *Press Play Fort Lauderdale 2024* Strategic Plan, specifically advancing:

- The Internal Support Focus Area
- Goal 8: Build a leading government organization that manages all resources wisely and sustainably.
- Objective: Provide safe, well-maintained, and efficient facilities and capital assets

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

Attachments

Exhibit 1 - Solicitation

Exhibit 2 - Final Rankings

Exhibit 3 - Advanced Data Solutions, Inc. Proposal

Exhibit 4 - Advanced Data Solutions, Inc. Service Agreement

Exhibit 5 - Advanced Imaging Solutions, Inc. Proposal

Exhibit 6 - Advanced Imaging Solutions, Inc. Service Agreement

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