

**Columbus Consolidated Government
Council Meeting Agenda Item**

TO:	Mayor and Councilors
AGENDA SUBJECT:	Onsite Imaging and Indexing Services for Clerk of Superior Court – OMNIA Partners Cooperative Contract Purchase
INITIATED BY:	Finance Department

It is requested that Council approve the procurement of onsite imaging and indexing services for the Clerk of Superior Court from KoFile Technologies, Inc. (Dallas, TX) in the amount of \$299,658.00. The purchase will be accomplished by Cooperative Purchase via Omnia Partners Contract # R231003.

The vendor will come onsite to perform imaging of loose-leaf pages and standard indexing services. This service will allow the Clerk of Superior Court to convert loose-leaf paper documents into permanent digital files by scanning pages into an image format, extracting key metadata like names and case numbers, and entering them into searchable databases governed by state standards. In Georgia, local offices coordinate through the Georgia Superior Court Clerks' Cooperative Authority to upload records into statewide digital indexes.

The purchase will be accomplished by Cooperative Purchase via Request for Proposal #23-10 initiated by Omnia Partners (formerly known as National IPA), whereby KoFile Technologies was one of the successful vendors contracted to provide Digital Solutions and Records Management. The contract, which commenced July 1, 2024, is good through June 30, 2027. The contract available under Omnia Partners has been awarded by virtue of a public competitive procurement process compliant with State and Federal statutes. OMNIA Partners, Public Sector is the premier purchasing organization for state and local government, K-12 education, colleges and universities. All contracts available have been competitively solicited and publicly awarded by a government entity serving as the lead agency while utilizing industry best practices and processes. With the most experienced team in cooperative procurement and supply chain management, OMNIA Partners, Public Sector has the expertise to help public organizations achieve their strategic goals. The RFP process utilized by Omnia Partners meets the requirements of the Procurement Ordinance; additionally, the Procurement Ordinance, Article 9-101, authorizes the use of cooperative purchasing.

Funds are available in the FY27 Budget: LOST/Infrastructure Fund – Information Technology – Infrastructure/LOST – Professional Services - Superior Ct Clerk Electronic Records Scanning; 0109 – 210 – 9901 – ISS – 6311 – 90011 – 20270.

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING THE PROCUREMENT OF ONSITE IMAGING AND INDEXING SERVICES FOR THE CLERK OF SUPERIOR COURT FROM KOFI TECHNOLOGIES, INC. (DALLAS, TX) IN THE AMOUNT OF \$299,658.00. THE PURCHASE WILL BE ACCOMPLISHED BY COOPERATIVE PURCHASE VIA OMNIA PARTNERS CONTRACT # R231003.

WHEREAS, the vendor will come onsite to perform imaging of loose-leaf pages and standard indexing services. This service will allow the Clerk of Superior Court to convert loose-leaf paper documents into permanent digital files by scanning pages into an image format, extracting key metadata like names and case numbers, and entering them into searchable databases governed by state standards. In Georgia, local offices coordinate through the Georgia Superior Court Clerks' Cooperative Authority to upload records into statewide digital indexes; and,

WHEREAS, the purchase will be accomplished by Cooperative Purchase via Request for Proposal #23-10 initiated by Omnia Partners (formerly known as National IPA), whereby KoFile Technologies was one of the successful vendors contracted to provide Digital Solutions and Records Management. The contract, which commenced July 1, 2024, is good through June 30, 2027. The contract available under Omnia Partners has been awarded by virtue of a public competitive procurement process compliant with State and Federal statutes. OMNIA Partners, Public Sector is the premier purchasing organization for state and local government, K-12 education, colleges and universities. All contracts available have been competitively solicited and publicly awarded by a government entity serving as the lead agency while utilizing industry best practices and processes. With the most experienced team in cooperative procurement and supply chain management, OMNIA Partners, Public Sector has the expertise to help public organizations achieve their strategic goals. The RFP process utilized by Omnia Partners meets the requirements of the Procurement Ordinance; additionally, the Procurement Ordinance, Article 9-101, authorizes the use of cooperative purchasing.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager and/or his designee is hereby authorized to procure onsite imaging and indexing services for the Clerk of Superior Court from KoFile Technologies, Inc. (Dallas, TX) in the amount of \$299,658.00. The purchase will be accomplished by Cooperative Purchase via Omnia Partners Contract # R231003. Funds are available in the FY27 Budget: LOST/Infrastructure Fund – Information Technology – Infrastructure/LOST – Professional Services - Superior Ct Clerk Electronic Records Scanning; 0109 – 210 – 9901 – ISS – 6311 – 90011 – 20270..

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2026 and adopted at said meeting by the affirmative vote of _____ members of said Council.

Councilor Allen voting _____.
Councilor Barnes voting _____.
Councilor Chambers voting _____.

Councilor Cogle voting	_____.
Councilor Cook voting	_____.
Councilor Crabb voting	_____.
Councilor Davis voting	_____.
Councilor Garrett voting	_____.
Councilor Huff voting	_____.
Councilor Tucker voting	_____.

Lindsey G. McLemore, Clerk of Council

B.H. “Skip” Henderson III, Mayor