



CITY COMMISSION STAFF REPORT

DEPARTMENT: Community Development

DATE: September 17, 2024

SUBJECT: Motion to approve and authorize a contract with Advanced Data Solutions, Inc. for Records Scanning, Indexing, and Disposition Services. – **Community Development**

CITY MANAGER RECOMMENDATION:

The City Manager Recommends Commission approval to authorize a contract with Advanced Data Solutions, Inc. for Records Scanning, Indexing, and Disposition Services.

BACKGROUND OF ITEM:

The Community Development Department is transitioning to an all-digital ERP system and found a great need to digitize the roughly 20 years of paper-based permits and land development documentation that have been physically stored in the Community Development Department and transfer them into digital data that will be stored in the City's ERP system. As records requests come into the City for a building permit or land development petition, staff must manually search through our filing cabinet system for physical files. Then, that file is scanned to share with the public through a digital method such as email or one-drive links. If the petitioner does not request a digital copy, staff will reproduce the requested document and make a physical photocopy of a permit package or wide format plan, at times, both to complete the records request. With the transition to the all-digital platform and electronic permitting system, staff found that transferring all the physical files to a digital dataset that can be stored in the ERP system would benefit staff and residents. Once the digital scanning of all the records has been completed, residents who need to look up a permit document for their home, such as a copy of their survey or the latest blueprints for their home, will be readily available to them through the resident access portal of the City's ERP system.

ANALYSIS:

The Purchasing Division issued an Invitation to Bid (ITB) for Records Scanning, Indexing, and Disposition Services, ITB 2024-2-CD. This formal competitive solicitation process complied with the City of Cooper City procurement requirements. Details of the competitive solicitation process were as follows:

The ITB was uploaded and shared on March 15, 2024, to one thousand seven hundred and seventy-six (1,776) prospective bidders via DemandStar. The ITB was also advertised in the legal

notices section of the Sun-Sentinel. The statistics showed that twenty-seven (27) vendors downloaded the bid documents of the ITB. On April 19, 2024, at 3:00 P.M. EST, the Purchasing Division closed and unsealed five (5) responses. The Purchasing Division reviewed the responses to ensure they met the ITB requirements. The Purchasing Division relayed the submittals to the Community Development staff for additional review. Advanced Data Solutions, Inc.'s response met all ITB requirements and was the lowest, responsive, and responsible bidder. Reference checks were conducted on Advanced Data Solutions, Inc. by the Purchasing Division and revealed positive ratings.

STRATEGIC PLAN:

The City of Cooper City identified Financially Sustaining Cooper City as a strategic goal in its 2022-2027 strategic plan. The proposed Records Scanning, Indexing, and Disposition Services align with this priority, as well as the related Performance Measures/Objectives to Explore New Efficiencies through Technological Improvements priority.

FISCAL IMPACT:

The proposed contract is for \$98,547.50 with a completion time of 120 days (see attached Exhibit B for itemized pricing sheet). The vendor shall provide records management services that include, but are not limited to the pick-up of records from the City, scanning, indexing, imaging, and media conversion of City records, and compliant destruction of records.

This project was included in the Cooper City ARPA Budget previously approved by the City Commission. A budget amendment of \$8,547.50 will be required to fund the project cost of \$98,547.50 fully. These funds are available in the Professional Services – ARPA line item as we moved the ARPA ineligible funds of \$100,000 from the STARS Grant Project here.

The “Remaining Amount” below reflects the unencumbered account balance after the proposed transfer.

<u>General Ledger Acct. Number</u>	<u>Budgeted Amount</u>	<u>Requested Amount</u>	<u>Remaining Amount</u>
110-160-531100-519-CSDD1	\$90,000	\$8,547.50	\$98,547.50
110-160-531100-519	\$275,000	-\$8,547.50	\$18,627.50

ATTACHMENTS:

1. Cooper City Agreement - Advanced Data Solutions, Inc.
2. Exhibit A - ITB 2024-2-CD
3. Exhibit B - Advanced Data Solutions Submittal
4. ITB 2024-2-CD - Tabulation 1
5. Vendor Compliance - Advanced Data Solutions, Inc
6. Proposed Budget Transfer