

STAFF REPORT REGULAR MEETING

AGENDA DATE: May 7, 2024

DEPARTMENT: Community Sustainability

TITLE:

Agreement with Advanced Data Solutions to provide digitizing of property files

SUMMARY:

This Professional Services Agreement will provide the City with scanning and digitizing services for the City's property files to include blueprints, surveys, permits, and photos, as requested by the designated City's Building Division.

BACKGROUND AND JUSTIFICATION:

The City's Procurement Policy and Code authorizes the purchases of goods and services through 'piggybacking' other governmental competitively procured Agreements. On December 13, 2023, the City of Tamarac competitively awarded the Agreement for Citywide Record Scanning, Indexing and Disposition Services based on City of Tamarac's Invitation for Bid (RFP23-38R) valid until December 13, 2026, with two (2) additional one (1) year period renewals. The City of Tamarac's Agreement authorizes the Contractor to extend the terms and conditions to the other government entities. The City has reviewed the unit prices from the City of Tamarac Agreement and determined that the unit prices are competitive and will result in the best value to the City.

MOTION:

Move to approve/disapprove the professional services agreement with Advanced Data Solutions, Inc. to provide digitizing of property files.

ATTACHMENT(S):

Fiscal Impact Analysis
Agreement

FISCAL IMPACT ANALYSIS

Five Year Summary of Fiscal Impact:

Fiscal Years	2024	2025	2026	2027	2028
Inflows					
Current Appropriation	0	0	0	0	0
Program Income	0	0	0	0	0
Grants	0	0	0	0	0
In Kind	0	0	0	0	0
Outflows					
Operating	\$75,000	\$75,000	\$75,000	0	0
Capital	0	0	0	0	0
Net Fiscal Impact	\$75,000	\$75,000	\$75,000	0	0
No. of Addn'l Full-Time Employee Positions	0	0	0	0	0

Contract Award - Existing Appropriation	
	Expenditure
Department	Community Sustainability
Division	Building
GL Description	Professional Services – Scanning & Indexing
GL Account Number	103-2020-515.31-90
Project Number	
Requested Funds	\$75,000