

# STAFF REPORT REGULAR MEETING

**AGENDA DATE:** March 21, 2023

**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 the ability to provide scanning and digitizing 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 completely procured Agreements. On March 4, 2021, the City of Coral Gables competitively awarded the Agreement for Citywide Record Scanning, Indexing and Disposition Services based on City of Coral Gables' Invitation for Bid (IFB #2020-039), valid until April, 2024. The City of Coral Gables 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 Coral Gables 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.

**ATTACHMENT(S):**

Fiscal Impact Analysis  
Advanced Data Solutions Agreement

**FISCAL IMPACT ANALYSIS**

Five Year Summary of Fiscal Impact:

<b>Fiscal Years</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>Inflows</b>					
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
<b>Outflows</b>					
Current Appropriation	100,000	100,000	0	0	0
Operating	0	0	0	0	0
Capital	0	0	0	0	0
<b>Net Fiscal Impact</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>No. of Addn'l Full-Time Employee Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Contract Award - Existing Appropriation</b>	
	Expenditure
Department	Community Sustainability
Division	Building
GL Description	Professional Services – Scanning & Indexing
GL Account Number	103-2020-515.31-90
Project Number	
Requested Funds	\$100,000