



AGENDA SUMMARY PAGE
City Council
Meeting of: December 6, 2023

Agenda Item No.:
14

DEPARTMENT: Finance

CONSENT

DIRECTOR: Susan Heltsley

SUBJECT:

For possible action to approve award of Contract No. 230109-JL, ARC Records Digitization Project - Office of the City Clerk - Award recommended to: VIATRON SYSTEMS, INC. (Not-to-Exceed \$1,200,000 - IT CIP Projects Internal Service Fund) - All Wards

FISCAL IMPACT:

Budget Funds Available

Amount: Not-to-Exceed \$1,200,000

Funding Source: IT CIP Projects ISF

Dept./Division: City Clerk

PURPOSE/BACKGROUND:

This agreement provides for scanning, digitizing, enhancing, and indexing various legacy media types at the City's Archive and Records Center (ARC). Media types subject to these services include approximately 31,000 large format hardcopy rolled documents, 8,000 microfiche films, and 4,500 microfilm rolls in categories such as Building and Safety plans, land use maps, Woodlawn Cemetery deeds, inmate records, and many other permanent record types dating back to the City's founding. As the Base Contract Amount of \$781,949 represents projected page counts presently estimated in excess of 2 million pages, and for which an exact amount is undetermined and greatly variable, a not-to-exceed contingency amount of \$418,051 is included in the total contract amount. Use of the contingency funds may only be exercised by authorized purchase order(s), if needed. Indexed digital records will greatly enhance the City's ability to quickly and accurately retrieve records for internal use, as well as timely delivery of records to the public, including through public facing portals. The Company will perform all services under the contract, locally. This award recommendation is made as the result of a competitive Request for Proposals (RFP) Process. Viatron Systems, Inc. has offices located in Las Vegas, Nevada.

RECOMMENDATION:

Approve as recommended, with signature authority granted to the Purchasing and Contracts Manager per R-20-2017.

BACKUP DOCUMENTATION:

1. Contract No. 230109-JL
2. Certificate - Disclosure of Ownership and Principals