

Mayor and Council Communication

DATE: 10/11/22

M&C FILE NUMBER: M&C 22-0826

LOG NAME: 13P AMEND NO. 3 COOP ESC-19 DIGITAL IMAGING SERVICES TD CITY

SUBJECT

(ALL) Authorize Execution of Amendment No. 3 to City Secretary Contract No. 56858 with DRS Imaging Services LLC for Digital Imaging Services to Increase the Annual Amount by \$200,000.00 for a New Total of \$600,000.00, Using Allied States Cooperative Education Service Center Region 19 Cooperative Contract 20-7383 for all City Departments

RECOMMENDATION:

It is recommended that the City Council authorize an execution of Amendment No. 3 to City Secretary Contract No. 56858 with DRS Imaging Services LLC for digital imaging services to increase the annual amount by \$200,000.00 for a new total of \$600,000.00, using Allied States Cooperative Education Service Center Region 19 cooperative contract 20-7383 for all City departments.

DISCUSSION:

In December 2021, City Secretary contacted the Purchasing Division to enter into an agreement with DRS Imaging Services LLC under Allied States Cooperative Education Service Center Region 19 (ESC-19) for document scanning, records management, and related services.

The contract will be utilized by Departments to create indexed, digital images of paper, microfilm and microfiche records, currently stored in City offices, to make the records more accessible as part of the digital transformation journey using digital technology to bypass the limitations of physical records and releasing expensive real estate required for physical documents. Preserve the records so the City can maintain compliance with permanent or long-term records retention, set by the Texas State Library and Archives Commission according to Local Government Code, § 203.041 Preparation of Records Control Schedules; and § 203.042 Retention Periods; as directed by Government Code § 441.158 Local Government Records Retention Schedules.

On May 24, 2022 Mayor and Council Communication (M&C) 22-0378 was authorized by City Council in order to amend City Secretary Contract (CSCO) No. 56858 with DRS Imaging Services LLC to increase the annual amount to \$300,000.00. Amendment No. 2 was executed August 25, 2022, increasing the CSCO to an annual amount of \$400,000.00 using the administrative change order provided by this M&C. City Departments are now in need of an additional \$200,000.00 increase for the upcoming renewal term beginning October 1, 2022.

The maximum amount allowed under this agreement citywide will be \$600,000.00, however the actual amount used will be based on Department's needs and available budget.

ESC-19 Contract No. 20-7383 has a term through September 30, 2023. State law provides that a local government purchasing an item under a Cooperative Purchasing Agreement satisfies state laws requiring that the local government seek competitive bids for the purchase of the item. ESC-19 has been competitively bid to increase and simplify the purchasing power of government entities.

The agreement may be renewed for up to two additional one-year terms, in accordance with the terms of the ESC-19 Contract. Should ESC-19 elect to exercise the renewal options, the City will do the same.

A M/WBE goal is not assigned when purchasing from an approved purchasing cooperative or public entity.

An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

Funding will be budgeted in the General Fund for all participating departments.

This project will serve ALL COUNCIL DISTRICTS.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the participating departments' Operating Funds to support the approval of the above recommendation and execution of the agreement. Prior to any expenditure being incurred, the participating departments have the responsibility to validate the availability of funds.

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