

Mayor and Council Communication

DATE: 05/24/22

M&C FILE NUMBER: M&C 22-0378

LOG NAME: 13PPAMEND COOP ESC-19 DIGITAL IMAGING SERVICES TD WTR

SUBJECT

(ALL) Authorize Amendment to Increase Annual Expenditure under City Secretary Contract No. 56858, Cooperative Purchase Agreement with DRS Imaging Services LLC for Digital Imaging Services to Increase the Annual Amount by \$200,000.00 for a new Total of \$300,000.00, Using Allied States Cooperative Education Service Center Region 19 Cooperative Contract 20-7383 for the Water Department

RECOMMENDATION:

It is recommended that the City Council authorize an amendment to the purchase agreement with DRS Imaging Services LLC for digital imaging services to increase the annual amount by \$200,000.00 for a new total of \$300,000.00, using Allied States Cooperative Education Service Center Region 19 cooperative contract 20-7383 for the Water Department.

DISCUSSION:

The purpose of this Mayor and Council Communication (M&C) is to authorize an amendment to increase the annual maximum expenditure under an existing City contract.

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

Because the annual expenditure amount was \$100,000.00, the original agreement (Fort Worth City Secretary Contract 56858) was executed under the administrative authority provided under Section 2-9 of the City Code.

In March 2022, the Water Department requested the Purchasing Division to increase spending on the Cooperative Agreement by \$200,000.00 for a new total of \$300,000.00. The increase will be utilized by the Water Department to create digital images and index approximately 1.7 million frequently referenced, deteriorating documents that currently reside in the basement of City Hall in advance of the move to the new City Hall location. Creating digital images and indexing these records will save in square footage needed to store paper records, save daily employee document retrieval time; and is needed to preserve the deteriorating records for the City to be able to comply with the permanent retention for these records, 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.

Funding is budgeted in the Water Department and Wastewater Department rollup within the Water & Sewer Fund.

ECS-19 Contract No. 20-7383 has a term through September 30, 2022. 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. ECS-19 has been competitively bid to increase and simplify the purchasing power of government entities.

The agreement may be renewed for up to three additional one-year terms, in accordance with the terms of the ECS-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.

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 Water and Sewer Fund to support the approval of the above recommendation and amendment to agreement. Prior to any expenditure being incurred, the Water Department has the responsibility to validate the availability of funds.

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