

Mayor and Council Communication

DATE: 09/17/24

M&C FILE NUMBER: M&C 24-0826

LOG NAME: 13PAMEND NO. 5 COOP ESC-19 DIGITAL IMAGING SERVICES EC CITY

SUBJECT

(ALL) Authorize Execution of Amendment to City Secretary Contract No. 56858 with DRS Imaging Services, LLC Using a Cooperative Agreement to Increase the Annual Amount by \$400,000.00 for a New Total Annual Amount Up to \$1,000,000.00 and Authorize Up To Four Annual Renewal Terms in the Same Amount for All City Departments

RECOMMENDATION:

It is recommended that City Council authorize execution of Amendment to City Secretary Contract No. 56858 with DRS Imaging Services, LLC using a Cooperative Agreement to increase the annual amount by \$400,000.00 for a new total annual amount up to \$1,000,000.00 and authorize up to four annual renewal terms in the same amount for all City Departments.

DISCUSSION:

In December 2021, the City entered into an agreement with DRS Imaging Services, LLC using Allied States Cooperative Education Service Center Region 19 (ESC-19) cooperative agreement 20-7383 for document scanning, records management, and related services in an amount up to \$100,000.00 (City Secretary Contract (CSC) No. 56858 (Agreement)).

The Agreement is utilized by Departments to create indexed, digital images of paper, microfilm, and microfiche records currently stored in City offices. This service makes the records more accessible as part of the digital transformation journey using digital technology to bypass the limitations of physical records. It also helps release expensive real estate required for physical documents. In addition, it allows the City to maintain compliance with permanent or long-term records retention set by the Texas State Library and Archives Commission. The City has seen an increase in demand for these services based on increased emphasis on digitizing records related to departments moving to new locations.

On May 24, 2022, City Council authorized an amendment to the Agreement to increase the annual amount to \$300,000.00 (Mayor and Council Communication (M&C) No. 22-0378). On August 25, 2022, the City executed Amendment 2 to the agreement to increase the annual amount up to \$400,000.00 using the administrative change order authority. On October 11, 2022, the City Council authorized Amendment No. 3 to the Agreement to increase the annual amount to \$600,000.00 (M&C No. 22-0826), and on June 27, 2023, the City Council authorized an amendment to the agreement to increase the amount by \$250,325.00 for a new total annual amount up to \$850,325.00 in support of a one-time project for the Development Services Department (M&C No. 23-0528). As contemplated by M&C 23-0528, upon execution of the second renewal (CSC No. 56858-R2) the total annual amount reverted to \$600,000.00 for routine digitizing needs for all City Departments.

On July 18, 2024, the City Secretary's Office approached Purchasing to increase the funds available to address Fiscal Year (FY) 2024 needs and to ensure adequate funding beyond FY2024. This M&C is requesting authorization to execute a fifth amendment to the Agreement to increase the annual spending authority by \$400,000.00 for all City Departments. The maximum annual amount allowed under this Agreement will be \$1,000,000.00; however, the actual amount used will be based on the participating departments' needs and available budgets.

FUNDING: Funding will be budgeted in the General Fund for all participating Departments.

COOPERATIVE PURCHASE: Pricing for DRS Imaging Services, LLC is offered under cooperative purchase contract Education Service Center-Region 19 (ESC Region-19) Contract 20-7383. The ESC-Region 19 Purchasing (Allied States Cooperative) contracts are available to public schools, charter schools, private schools, community colleges, universities, cities, counties, other governmental agencies, and non-profits. State law provides that a local government purchasing an item under a cooperative purchasing agreement satisfies any state law requiring that the local government seek competitive bids for the purchase of items. ESC Region-19 (Allied States Cooperative) contracts are competitively bid to increase and simplify the purchasing power of government entities. The bid was advertised in the El Paso Times on July 13, 2020 & July 20, 2020.

SUCCESSOR CONTRACTS: The City will initially use the ESC Region-19 20-7383 to make purchases authorized by this M&C. ESC Region-19 20-7383 is set to expire on September 30, 2024, with one one-year option to renew remaining. If ESC Region-19 20-7383 is extended, this M&C authorizes the City to purchase similar services under the extended contract. If ESC Region-19 20-7383 is not extended, but ESC Region-19 executes a new cooperative contract with DRS Imaging Services, LLC with substantially similar terms, this M&C authorizes the City to purchase services under the new ESC Region-19 contract. If this occurs, in no event will the City continue to purchase goods and services under the new agreement for more than three (3) years without seeking Council approval.

ADMINISTRATIVE CHANGE ORDER: 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.

BUSINESS EQUITY: A goal is not assigned when purchasing from an approved purchasing cooperative or public entity.

AGREEMENT TERMS: Upon approval of this recommendation, the agreement shall remain in effect in accordance with ESC Region-19 20-7383

or applicable successor ESC Region-19 contract for the same services so long as funds are appropriated as part of the FY2025 operating budget.

This 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 amendment to the agreement. Prior to any expenditure being incurred, the participating departments have the responsibility to validate the availability of funds.

Submitted for City Manager's Office by: Reginald Zeno 8517

Valerie Washington 6192

Originating Business Unit Head: Reginald Zeno 8517

Jannette Goodall 6161

Additional Information Contact: Jo Ann Gunn 8525

Eugene Chandler 2057