



City of Coral Gables
 CITY COMMISSION MEETING
 March 23, 2021

ITEM TITLE:

Resolution. A Resolution accepting the recommendation of the Chief Procurement Officer to award the contract for Citywide Records Scanning, Indexing, and Disposition Services in an estimated annual amount of \$100,000 (initial year \$66,000) or not to exceed the budgetary authority, to Advanced Data Solutions, Inc., the lowest responsive and responsible bidder, pursuant to Invitation For Bids (IFB) 2020-039 and Section 2-763 of the City’s Procurement Code entitled “contract award”.

DEPARTMENT HEAD RECOMMENDATION:

Approval.

BRIEF HISTORY:

The purpose of this solicitation was to locate a qualified and experienced provider with the necessary resources and capacity to provide records management services which include, but are not limited to: pick-up of records from City owned locations, scanning, indexing, imaging, and media conversion of City records, and compliant destruction of records.

On December 17, 2020, the Procurement Division of Finance formally advertised, issued, and distributed Citywide Records Scanning, Indexing, and Disposition Services, Invitation for Bids (IFB) 2020-039. On January 6, 2021, a non-mandatory pre-bid meeting was held with nine (9) prospective bidders in attendance of the forty-nine (49) prospective bidders who downloaded the IFB package from Public Purchase, the City’s web-based e-Procurement service.

On January 27, 2021, six (6) bids were received in response to IFB 2020-039: Advanced Data Solutions, Inc., Blue Digital Corp., GRM Information Management Services of Miami, LLC., iBridge, LLC., Information Consultants, Inc., Retrievox, Inc., d/b/a Access.

The responses were reviewed by the Procurement Division to determine responsiveness to the requirements of the IFB and to identify the lowest priced bidder. Once this step was completed, the City Clerk’s Office conducted a review of the submittal identified by Procurement and found the bid to be in conformance with the City’s bid requirements. The Procurement Division finalized its due diligence process and confirmed that Advanced Data Solutions, Inc., is both responsive to the requirements of the IFB and a responsible bidder.

The City Clerk’s Office concurs with the Chief Procurement Officer’s recommendation to award the contract for Citywide Records Scanning, Indexing, and Disposition Services in an estimated annual amount of \$100,000 (initial year \$66,000) or not to exceed the budgetary authority, to Advanced Data Solutions, Inc.

FINANCIAL INFORMATION:

| No. | Amount | Account No. | Source of Funds |
|---------------|-----------------|--------------------|-------------------------------------|
| 1 | \$36,000 | 001-1200-515-31-90 | General Fund |
| 2 | \$30,000 | 001-0601-515-90-02 | General Fund (City Clerk’s Revenue) |
| Total: | \$66,000 | | |

ATTACHMENT(S):

1. Resolution