

CITY OF CORAL GABLES

-MEMORANDUM-

TO: Honorable Mayor and
Members of the City Commission

Date: March 4, 2021

FROM: Peter J. Iglesias, P.E.
City Manager

SUBJECT: Award Recommendation
IFB 2020-039 Citywide Records
Scanning, Indexing, and Disposition
Services



At the next available City Commission meeting, an award recommendation for IFB 2020-039 Citywide Records Scanning, Indexing, and Disposition Services will be included on the agenda. This memorandum serves to notify you that in accordance with Section 2-763 of the City Code entitled "Contract Award", my recommendation for award of the subject IFB is as follows:

- 1) Accept the Chief Procurement Officer's recommendation to award Advanced Data Solutions, Inc., the lowest responsive and responsible bidder, to provide Citywide Records Scanning, Indexing, and Disposition Services on as-needed basis, per IFB 2020-039.
- 2) Execute a contract with Advanced Data Solutions, Inc., for two (2) years, with three (3) one (1) year renewals, in an estimated annual amount of \$100,000 (initial year \$66,000) or not to exceed the budgetary authority.
- 3) Reaffirm the city's right to pursue alternative courses of action.

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. Thereafter, 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, a total of six (6) responses to the IFB were received by the following firms: 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. See attached Tabulation of Bids received.

A more detailed description of the IFB, response, and evaluation results will be provided to you as part of the Agenda package.

Please contact me should you have any questions.

Copy:

Miriam Soler Ramos, Esq., City Attorney
Billy Y. Urquia, City Clerk
Eduardo Santamaria, Assistant City Manager
Desiree Liguori, Senior Administrative Analyst
Diana M. Gomez, Finance Director
Celeste S. Walker-Harmon, Assistant Finance Director for Procurement