

**CITY OF CORAL GABLES, FLORIDA**

**RESOLUTION No.**

**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".**

**WHEREAS**, 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; and

**WHEREAS**, 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; and

**WHEREAS**, 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.; and

**WHEREAS**, the City Clerk's Office concurs with the Chief Procurement Officer's recommendation to award the Citywide Records Scanning, Indexing, and Disposition Services contract to Advanced Data Solutions, Inc; and

**WHEREAS**, Section 2-585 of the Procurement Code, entitled "Authority" authorizes the City Manager to delegate authority to the Procurement Officer to administer and make recommendations on contract awards.

**NOW THEREFORE BE IT RESOLVED BY THE COMMISSION OF THE CITY OF CORAL GABLES:**

**Section 1.** The foregoing “Whereas” clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution upon adoption hereof.

**Section 2.** That the City Commission accepts the recommendation of the Chief Procurement Officer and authorizes the City Manager 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 Section 2-763 of the Procurement Code entitled “Contract Award” and Invitation for Bids (IFB) 2020-039.

**Section 3.** That this Resolution shall become effective upon the date of its adoption herein.

PASSED AND ADOPTED THIS TWENTY-THIRD DAY OF MARCH 2021.

(Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_)  
(Passed 0/0 vote)

\_\_\_\_\_  
RAUL VALDES-FAULI  
MAYOR

ATTEST:

\_\_\_\_\_  
BILLY URQUIA  
CITY CLERK

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

\_\_\_\_\_  
MIRIAM SOLER RAMOS  
CITY ATTORNEY