



**City of Coral Gables  
CITY COMMISSION MEETING  
August 27, 2024**

**ITEM TITLE:**

A Resolution accepting the recommendation to waive the competitive bid process of the Procurement Code as a Special Procurement/Bid Waiver for Blue Digital Corp., to provide on demand scanning services, pursuant to Section 2-691 of the City’s Procurement Code.

**DEPARTMENT HEAD RECOMMENDATION:**

Approval.

**BRIEF HISTORY:**

The City of Coral Gables partnered with Blue Digital Corp., to provide indexing, retrieval, certified record destruction, pick-up, delivery, and miscellaneous services for various types of city records. Currently, a million documents are scanned with plans to digitize millions more into Laserfiche. The existing process relies heavily on physical stage and manual handling, causing inefficiencies and errors.

The City Clerk recommends continuing with the existing provider and allowing with a new two-year contract. The contract will allow the continuation to digitize all city documents and align with best practices for modern document handling.

Approval of the bid waiver will allow for the continuation of indexing, retrieval, certified record destruction, pick-up, delivery, and miscellaneous services for various types of city records.

Section 2-691 of the Procurement Code entitled “Special Procurement/Bid Waiver” authorizes the Chief Procurement Officer to initiate a special procurement/bid waiver when an unusual or unique situation exists that makes the application of all requirements of competitive sealed bidding or competitive sealed proposal contrary to the public interest.

**FINANCIAL INFORMATION:**

No.	Amount	Account No.	Source of Funds
1.	\$50,000 per year	001-1200-515-3118	Operating budget for Division 1200
2.	\$75,000 per year	001-0601-511-4914	Operating budget for Division 0601
<b>Total:</b>	<b>\$250,000 for a 2-year contract duration</b>		

**Fiscal Impact:**

The continuation of this contract will result in an additional commitment for the next two years for an annually budgeted expense to not exceed \$125,000 per year. Over the life of the two-year contract, a total of \$250,000 would be funded from the budgeted operating funds allocated to the City Clerks and Development Services account.

The new contract will not result in an additional funding request as the funds are budgeted within the respective operating budget.

**ATTACHMENT(S):**

1. Resolution