



## Recommendation for Action

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**File #:** 23-2017, **Agenda Item #:** 21.

6/8/2023

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### **Posting Language**

Authorize negotiation and execution of a contract for onsite archival scanning services with ARC Document Solutions, LLC, for a term of 18 months in an amount not to exceed \$95,000.

[Note: This procurement was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C (Minority Owned and Women Owned Business Enterprise Procurement Program). For the services required for this procurement, there were no subcontracting opportunities; therefore, no subcontracting goals were established].

### **Lead Department**

Financial Services Department.

### **Client Department(s)**

Capital Delivery Services Department.

### **Fiscal Note**

Funding is available in the Fiscal Year 2022-2023 Operating Budget of the Public Works Department.

### **Purchasing Language:**

Multiple cooperative purchase programs and multiple contractors within the selected cooperative purchasing program were reviewed for these services. The Financial Services Department has determined this contractor best meets the needs of the department to provide the services required at the best value for the City.

### **For More Information:**

Direct questions regarding this Recommendation for Council Action to the Financial Services Department - Central Procurement at: [FSDCentralProcurementRCAs@austintexas.gov](mailto:FSDCentralProcurementRCAs@austintexas.gov) or 512-974-2500.

### **Additional Backup Information:**

The contract will provide onsite scanning, digital conversion, and archival of survey field books and index cards for the Capital Delivery Services (CDS) Quality Management Division. The survey field books, and index cards are part of the CDS Records Disaster Recovery Plan and must be scanned onsite due to the age of the field books. These services will remove the risk of the records being permanently lost or destroyed. The survey field books are classified as a permanent record under the approved City of Austin Records Control Schedule, Record Series Number WRK80-05A.

The Texas Association of School Boards, Inc. (BuyBoard) cooperative establishes competitively bid contracts that can be utilized by the State and other government agencies through a cooperative agreement. Cooperative agreements save taxpayer dollars by leveraging the State's volume-buying power to drive down costs on hundreds of contracts through a streamlined cooperative purchasing program.

If a contract is not secured, CDS will not be able to meet the legal requirements regarding public accessibility

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to these important records and won't be able to achieve future space planning goals that require a reduction in office space.

This is a new contract and estimated spend is based on the volume of work required for this project.