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**Title:** CONSIDER AN AGREEMENT WITH URM TECHNOLOGIES, INC., TO PROVIDE SCANNING SERVICES FOR CITY BUILDING PLANS AND RELATED DOCUMENTS FOR THE PERIOD OF JANUARY 18, 2023 THROUGH JANUARY 17, 2026, IN AN AMOUNT NOT-TO-EXCEED \$300,000.

**Sponsors:** Community Services

**Indexes:**

**Code sections:**

**Attachments:** 1. Proposed URM agreement - Ex. 1, 2. Bid Register for RFP 22-031 - Ex. 2

Date	Ver.	Action By	Action	Result
1/17/2023	1	City Council		

**Report to Mayor and City Council**

Tuesday, January 17, 2023

Consent

**SUBJECT:**

**CONSIDER AN AGREEMENT WITH URM TECHNOLOGIES, INC., TO PROVIDE SCANNING SERVICES FOR CITY BUILDING PLANS AND RELATED DOCUMENTS FOR THE PERIOD OF JANUARY 18, 2023 THROUGH JANUARY 17, 2026, IN AN AMOUNT NOT-TO-EXCEED \$300,000.**

**I. SUMMARY**

In September 2022, a Request For Proposals (RFP) was initiated to solicit proposals from qualified firms to provide scanning services for City building plans and related documents. After a review of the qualifications of the firms that responded, it was determined that URM Technologies, Inc. was the most qualified to provide the required services. Staff recommends approval of a three-year agreement for document scanning services with URM Technologies Inc. for the period January 18, 2023 through January 17, 2026, in an amount not-to-exceed \$300,000. (Exhibit No. 1).

**II. RECOMMENDATION**

**TAKE** the following actions:

1. **APPROVE** the three-year agreement with URM Technologies, Inc. to provide document scanning services for the City of Carson, for the period of January 18, 2023 through January 17, 2026 in an amount not-to-exceed \$300,000.
2. **AUTHORIZE** the Mayor to execute the agreement, following approval as to form by the City Attorney.

### **III. ALTERNATIVES**

The City Council may take any other action deemed appropriate.

### **IV. BACKGROUND**

On August 25, 2022, the City of Carson initiated a Request For Proposal (RFP) to solicit qualified firms to perform document scanning services for City building plans and related documents. The City is required by law to retain commercial building plans and, over the years, the accumulation of building plans has taken up a growing amount of office space. Scanning and digitizing the plans allows for the City to retain the plans but without taking up the space required for paper plans. The scanning effort will make room for additional workspaces and filing cabinet spaces.

Seven RFP responses were received and these were opened in the office of the City Clerk on September 15, 2022. The RFP responses were reviewed by staff for completeness of response and qualifications. Staff review was conducted by the Information Technology Manager, the Special Projects Manager and the Principal Administrative Analyst.

After review, the top-ranked respondent was URM Technologies, Inc. (URM). URM brings over 30 years of experience performing digital imaging of paper documents, engineering drawings, microfilm, and microfiche. URM has extensive experience scanning documents for entities in education and all areas of city government.

Rankings of the RFP respondents are as follows:

1. URM Technologies, Inc. - Valencia, CA
2. Avenu Insights & Analytics, LLC - Westlake Village, CA
3. MSI CA, LLC - Diamond Bar, CA

4. Complete Paperless Solutions, LLC - Anaheim, CA
5. ECS Imaging, Inc. - Riverside, CA
6. Raycom Data Technologies, Inc. - El Segundo, CA
7. Advanced Microsystems Group, Inc. - Los Angeles, CA

Based on their response to the City RFP and their extensive experience, staff recommends approval of an agreement with URM Technologies, Inc. This contract will be a three-year agreement, commencing on January 18, 2023 through January 17, 2026 in an amount not-to-exceed \$300,000.

A copy of City Request For Proposal No. 22-031 is available in the office of the Purchasing Manager and the Bid Register is attached as Exhibit No. 2.

#### **V. FISCAL IMPACT**

Funds for document scanning are collected as a portion of permit fees through the Planning and Building and Safety divisions. Revenues from permit fees are allocated in the Planning contracts' account 101-70-780-290-6004.

#### **VI. EXHIBITS**

1. Proposed agreement with URM Technologies, Inc. (pgs. 4-33)
2. Bid Register for RFP No. 22-031. (pg. 34)

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