



Legislation Details (With Text)

**File #:** 18-2001      **Version:** 1      **Name:** 1/22/19 GSA for Digital Scanning Svcs  
**Type:** Resolution      **Status:** Passed  
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**Title:** Resolution to Approve General Services Agreement for Digital Scanning Services with Layton Document Systems, Inc. (\$182,224.47) (8 Votes Required)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. RFP 18-20 Final.pdf, 2. RFP 18-20 Addendum 1.pdf, 3. RFP 18-20 GSA.pdf

Date	Ver.	Action By	Action	Result
1/22/2019	1	City Council		

Resolution to Approve General Services Agreement for Digital Scanning Services with Layton Document Systems, Inc. (\$182,224.47) **(8 Votes Required)**

Attached for your review and consideration for approval, please find a resolution to authorize the award of a General Services Agreement with Layton Document Systems, Inc. for digital scanning services for permits, plans and projects with detail per unit cost set description. Building and Rental Services request an amendment to the FY19 Construction Fund budget in the amount of \$158,094.98 (\$173,904.47 with a 10% contingency). City Assessor’s office has funding available for their share of the project totaling \$7,563.40 (\$8,320 with a 10% contingency) in the General Fund.

For Building and Rental Services, this contract includes digital scanning services to perform digital scanning of an estimated 201,320 pages of large format paper, 2,882,300 pages of microfilm and 602, 880 pages of microfiche. These historical permits, plans and project files currently inventoried at two locations (1st Floor of LARCOM and the basement of Fire Station #2) within the City. For the City Assessor’s Office, this contract includes digital scanning services for 80,000 pages of documents and 125,000 pages of microfilm. The scanned digital documents will be stored in an electronic content management system so staff and citizens can access them via the web instead of using the paper based index system currently being used.

Eight firms’ submitted proposals for the digital scanning services as defined in the RFP. Staff evaluated the proposals and selected Layton Document Systems, Inc. based on their proposal outlining their professional services, staff qualifications, past involvement with similar services, and cost. Layton Document Services, Inc. complies with the City of Ann Arbor Non-Discrimination and Living Wage Ordinances.

Round #1 Scoring:

Subject	Weighting	Ameri Scan	Aptara	Global	Konica Minolta	Layton	Perfect Image	Pioneer	Exela
Professional Qualifications	20%	3.33	4	3.33	2.33	4	4.33	3.66	3.66
Past Involvement with similar Projects	20%	3.66	3	4	2	4	4	4	3.33
Proposed Work Plan	50%	2.33	3.66	4	3.33	3.66	4	3	4.33
Fee Proposal	10%		4	3		5	3	3	1
<b>TOTAL</b>		9.32	14.66	14.33	7.66	16.66	15.33	13.66	12.32
<b>WEIGHTED TOTAL</b>		2.56	3.63	3.77	2.53	3.93	3.97	3.33	3.66

Round #2 Scoring:

Subject	Layton	Aptara	Perfect Image
Transporting inventory - including Tracking	16	16	13
Doc prep for scanning	18	18	16
Digitizing process - for paper and film	18	19	17
QA/QC steps	19	18	13
Indexing sample	18	17	17
Doc post prep - prepare for returning hardcopy inventory	17	17	15
Delivery - return of hardcopy and newly scanned inventory	17	16	16
<b>Total score</b>	123	121	107

Fee comparison:

	AmeriScan	Aptara	Global	Konica Minolta	Layton	Perfect Image	Pioneer	Exela
Microfilm		129,127.04	51,881.40		78,643.50	43,234.50	156,989.00	282,598.92
Microfiche		27,009.02	27,129.60		17,140.00	15,072.00	34,967.04	37,504.60
Large format docs stored at City Hall		10,508.40	74,844.00		27,594.40	201,295.30	33,717.60	122,765.28
Large format docs stored at FS#2		17,475.08	124,462.80		34,717.08		56,071.12	204,149.54
<b>TOTAL \$</b>	Not qualified	184,119.54	278,317.80	Not qualified	158,094.98	259,601.80	281,744.76	647,018.34

Prepared by: Scott J. Harrod, Senior Applications Specialist  
 Reviewed by: Derek Delacourt, Community Services Area Administrator  
 Approved by: Howard S. Lazarus, City Administrator

Whereas, It is necessary to retain a qualified general services firm to perform digital scanning of large format paper, microfilm and microfiche of historical permits, plans and project files;

Whereas, The City issued RFP #18-20 for Digital Scanning Services for Permits, Plans and Projects;

Whereas, Eight firms responded to that RFP and evaluated by Building and Planning staff on the basis of professional services, staff qualifications, past involvement with similar services, and cost;

Whereas, Layton Document Systems, Inc. of Marietta, Georgia submitted to the City a proposal for the necessary services, setting forth the services to be performed by said firm and the payments to be made by the City therefore, all of which are agreeable to the City;

Whereas, Layton Document Systems, Inc. is in compliance with the City of Ann Arbor Non-Discrimination and Living Wage Ordinances;

Whereas, Funding for the digital scanning services in the amount of \$158,094.98 plus a ten percent contingency (\$173,904.47) is requested from the FY19 Construction Fund budget to fund this service; and

Whereas, Funding for the City Assessor is available in the FY19 General Fund budget;

Whereas, Cost for the digital scanning services have been defined in terms of per unit fees specific to services provided as defined in the contract;

RESOLVED, That City Council approve the attached General Services Agreement for Digital Scanning Services with Layton Document Systems, Inc. in the amount of \$165,658.38;

RESOLVED, That the City Council approve a ten percent (10%) contingency to be expendable from the FY19 Construction Fund Budget and City Assessor General Fund budget, as applicable, subject to City Administrator approval;

RESOLVED, That City Council appropriate \$173,904.47 in FY19 from the Construction Fund for such contract;

RESOLVED, That the Mayor and City Clerk be authorized and directed to execute said agreement after approval as to substance by the City Administrator and approval as to form by the City Attorney;

RESOLVED, That the amounts authorized herein may be used without regard to fiscal year; and

RESOLVED, That the City Administrator be authorized to take all necessary actions to implement this resolution including execution of any authorized renewals and any changes or amendments that do not exceed the contingency amount.