



Legislation Text

File #: 19-1980, **Version:** 1

Resolution to Approve Amendment No. 1 of the General Services Agreement for Digital Scanning Services with Layton Document Systems, Inc. and Appropriate Additional Funds (\$91,910.00) **(8 Votes Required)**

Attached for your review and approval, please find a resolution to amend the General Services Agreement with Layton Document Systems, Inc. for digital scanning services for permits, plans and projects with detail per unit cost set description. Based on the original estimated number of documents, staff requested and Council approved \$158,094.98 (\$173,904.47 with a 10% contingency) to complete the Building and Rental Services portion of the work under the original Agreement. Now that staff has identified, shipped and unboxed all of the Building and Rental records, there is a significant amount more information than original estimated. Staff is requesting an additional appropriation of \$83,555.08 (\$91,910.60 with a 10% contingency), to complete the project. There are no additional or unexpected fees or charges from Layton. The volume of documents that needs to be indexed and scanned was far greater than anticipated.

As an update, the project is progressing at an excellent pace and the quality of the scanned documents is far better than staff expected. As documents are returned they are being made available electronically to all of City Staff and a limited amount of them are currently available to the public through an [electronic search portal <https://publicaccessonbase.ewashtenaw.org/index-cq.html?CQID=235>](https://publicaccessonbase.ewashtenaw.org/index-cq.html?CQID=235). Currently only scanned paper (not microfilm) is available. Ultimately the goal is to embed the portal in the City's webpage similar to what the County does [here <https://www.washtenaw.org/2773/Well-Septic-Records>](https://www.washtenaw.org/2773/Well-Septic-Records).

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

Whereas, City Council previously approved a General Services Agreement with Layton Document Services, Inc. (R-19-024) for Digital Scanning Services ("Agreement");

Whereas, Such approval included funding in the amount of \$158,094.98 (plus a ten percent contingency (\$173,904.47) for the Building and Rental Unit portion of the service;

Whereas, The amount of information and documents to be scanned for the Building and Rental Unit exceeds original estimates;

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

Whereas, Additional funding in the amount of \$83,555.08 (plus a ten percent contingency (\$91,910.60 total) is requested from the FY20 Construction Fund fund balance to fund this service in accordance with the per unit fees in the original Agreement;

RESOLVED, That City Council approve the attached Amendment No. 1 of the General Services

Agreement for Digital Scanning Services with Layton Document Systems, Inc. in the amount of \$83,555.08;

RESOLVED, That the City Council approve a ten percent (10%) contingency to be appropriated from the FY20 Construction Fund fund balance to the FY20 Building & Rental Construction Fund expense budget in the amount of \$8,355.00, subject to City Administrator approval;

RESOLVED, That City Council appropriate \$83,555.00 from the FY20 Construction Fund fund balance to the FY20 Building & Rental Construction Fund expense budget for such amended contract;

RESOLVED, That the Mayor and City Clerk be authorized and directed to execute said Amendment No. 1 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.