

## AGENDA



Thursday, June 21, 2007

**Purchasing Office**  
**RECOMMENDATION FOR COUNCIL ACTION**
**Item No. 90**

**Subject:** Authorize award and execution of a 36-month requirements service contract with PRECISION MICROGRAPHICS & IMAGING, INC., Austin, TX to provide microfilming services in an estimated amount not to exceed \$300,000, with three 12-month extension options in an estimated amount not to exceed \$100,000 per extension option, for a total estimated contract amount not to exceed \$600,000.

**Amount and Source of Funding:** Funding in the amount of \$25,000 is available in the Fiscal Year 2006-2007 Operating Budget of the City Clerk Department. Funding for the remaining 33 months of the original contract period and extension options is contingent upon available funding in future budgets.

**Fiscal Note:** There is no unanticipated fiscal impact. A fiscal note is not required.

**For More Information:** Rosemary Ledesma, Supervising Sr. Buyer/974-2011.

**Purchasing Language:** Lowest bid meeting specification of three bids received.

**MBE/WBE:** This contract will be awarded in compliance with Chapter 2-9C of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

This service contract will provide microfilming services to preserve the City's permanent and historical records currently stored at the Records Center. Many of these records are deteriorating because of their age or were not stored in environmentally sound facilities for many years. There are approximately 16,000 boxes in storage that require filming as quickly as possible. The goal is to annually film as many of the existing files and new files as possible with the money allocated in each year's budget.

Microfilming is the most cost effective format for the preservation of permanent records.

Microfilming services will be provided for all sizes and conditions of the records on file and on an as needed basis. The size of documents will range from 8 ½ x 11 to large blue prints. Documents may be single, double sided or a combination with source documents available in paper hard copy or TIFF images. Once filmed, these records will be destroyed and will assist in slowing the growth of the storage contract. The services are needed to protect and preserve important and historical permanent City records. The services will require the Contractor to provide an original roll of film (per box processed) that will be kept in the safe at Iron Mountain and working copies that will be available to the History Center and the departments, resulting in minimization of storage contents and optimization in protecting City original documents.

MBE/WBE solicited: 0/1

MBE/WBE bid: 0/0

Price Analysis

a. Adequate competition.

b. Sixteen notices were sent, including one WBE. There are no known MBEs for this commodity. Three bids were received with no response from the WBE.

c. This is the first contract for microfilming services for all departments; therefore, there is no pricing history available.

Approval Justification

- a. Lowest bid.
- b. The Purchasing Office concurs with the Office of the City Clerk's recommended award.
- c. Advertised in the Austin American-Statesman and the Internet.