



City Council Report

Date: February 5, 2018
To: City Council
Through: Michael Kennington, Chief Financial Officer
From: Edward Quedens, Business Services Director
Matt Bauer, Procurement Administrator
Subject: Re-Award the Three-Year Term Contract for Microfilm Conversion Services for the Police Department **(Citywide)**

Recommendation

Council is requested to approve the re-award as recommended.

The Police Department and Purchasing recommend re-awarding the contract to the second highest scored proposal, ICM Conversions at \$400,000 annually, based on estimated usage.

Background / Discussion

This contract will provide services to convert Police Department data from microfilm to digital media. Police, Records Division use microfilm that is becoming worn and damaged. The equipment to read the microfilm is outdated and requires continuous repairs. This service will create redundancy and a recovery process in case of disaster. The conversion will also reduce the need for storage space and provide records readily available for viewing.

On 4/17/2017, Council awarded the term contract to the highest scored proposal from MetaSource, LLC at \$100,000 annually. A contract was signed and implemented and the Police Department began working with the vendor to complete the project. Records personnel reviewed sample work submitted by MetaSource and noted several issues and attempted resolution. Because the problems have not been able to be resolved in timely manner and to the satisfaction of Records personnel, the contract with MetaSource has been terminated.

Because the microfilm conversion services provided by this contract continue to be needed by the Records Division, the Police Department is requesting the contract be re-awarded to the second highest scored proposal, ICM Conversions. The ability to re-award a contract is allowed by the Purchasing Rules 4.42 and ICM Conversions has agreed to a term contract at the terms originally proposed.

Purchase Information

Action: Award

Procurement Type: Request for Proposals

Contract Number: 2017144

Local Consideration: Not applicable as there were no Mesa responses

Protests Received: None

Initial Contract Term: Three years

Possible Renewals: Two, one-year renewals subject to Administrative review and renewal

Funding Source: The purchase is funded in the Police Department operating budget

February 21, 2017 Responses

Arizona Records Storage Center - Phoenix, AZ

Data Storage Centers - Phoenix, AZ

Doculynx Inc. - Omaha, NE

ICM Conversions, Inc. dba ICM Document Solutions - Phoenix, AZ

Matrix Imaging Products, Inc. - Lake Forest, CA

MetaSource, LLC - Tempe, AZ

Mountain States Imaging LLC – Centennial, CO

Pioneer Records Management – Sanford, FL

Progrio, LLC – Rock Island, IL

Ricoh USA – Malvern, PA

Proposal Scoring Results

Proposal	AZ Records Storage Center	Data Storage Centers	Doculynx Inc	ICM Conversions (Recommended 2/5/2018)
1,000 Points Max.	450.01	520.88	610.60	<u>783.44</u>

Proposal	Matrix Imaging	MetaSource (Awarded 4/17/2017 Terminated 1/24/2018)	Mountain States Imaging	Pioneer Records Management
1,000 Points Max.	552.48	850.00	702.57	721.65

Proposal	Progrio	Ricoh USA
1,000 Points Max.	635.43	525.64

RE-AWARD RECOMMENDATION
<p>Microfilm Conversion Services per Agreement No. 2017144; Exhibits – Scope of Work, Pricing, Mesa Standard Terms and Conditions; Other Exhibits; Solicitation including any addenda; and Contractor Response</p> <p>Annual Contract Amount: <u>\$400,000.00</u></p>