



City Council Report

Date: April 5, 2021
To: City Council
Through: Michael Kennington, Deputy City Manager/Chief Financial Officer
From: Edward Quedens, Business Services Director
Matt Bauer, Procurement Administrator
Subject: Purchase of Document Management Services for the Mesa Police Department **(Funded by Salt River Pima-Maricopa Indian Community (SRPMIC) Grant and Justice Assistance Grant) (Citywide)**

Purpose and Recommendation

Council is requested to approve the award as recommended.

The Mesa Police Department and Purchasing recommend authorizing the purchase using the State of Arizona cooperative contract with ICM Conversions, Inc. at \$51,000, based on estimated usage.

Background / Discussion

On February 5, 2018, Council approved a term contract with ICM Conversions for the conversion of microfilm and microfiche to digital media. This service creates redundancy and a disaster recovery process, eliminates storage space, and provide records that are readily available for viewing. The Police Department's Records Unit has been very satisfied with the work that has been done.

This purchase will provide for the conversion of mug shot photos and negatives to digital media. This purchase and vendor will allow us to consolidate hardware components in all three theaters resulting in easier and more cost-effective maintenance and service. This product has also been vetted and approved by the Mesa Arts Center's architect and will continue to showcase the theaters according to the original architect design.

ICM Conversions provided a Statement of Work dated 12/4/2020, using the State contract in the amount of \$46,337.06. The Department has requested \$51,000 to ensure completion of this project.

The State of Arizona contract was competitively bid and meets the City's procurement requirements.

Purchase Information

Action: Award
Procurement Type: Cooperative Contract Use
Contract Number: 2021163
Contracting Agency/Contract Number: State of Arizona / ADSP018-185890

Local Consideration: Policy did not apply to this procurement method

Protests Received: None

Funding Source: Salt River Pima-Maricopa Indian Community Grant and Justice
Assistance Grant