

RESOLUTION NO. RES-2023-167

RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA APPROVING A BLANKET PURCHASE ORDER WITH BMI IMAGING SYSTEMS, INC. IN A TOTAL NOT TO EXCEED \$475,000 FOR MICROFICHE CONVERSION SERVICES OF PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT RECORDS

WHEREAS, there has been an ongoing effort in the Planning and Economic Development department to digitize physical microfiche records since 2015; and

WHEREAS, the Planning and Economic Development department has approximately two million historical records in the form of microfiche dating back several decades, stored throughout the department that require digitization; and

WHEREAS, retrieval of the physical microfiche records is currently necessary to fulfill public records requests and staff research for the public; and

WHEREAS, Planning and Economic Development and Purchasing conducted a competitive analysis of cooperative agreements from other jurisdictions per City Code Section 3.08-160, resulting in the selection of BMI Imaging Systems, Inc.; and

WHEREAS, BMI Imaging Systems, Inc. provides the needed hardware, software, and services to perform the digitization of the existing microfiche and enable the digitized documents to be searched and retrieved electronically in order to save staff time and improve organizational excellence; and

WHEREAS, on February 15, 2022, City Council approved the use of PG&E settlement funds in the amount of \$900,000 by the Planning and Economic Development department for “public records management” to assist with scanning and digitization of documents.

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NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Santa Rosa approves a Blanket Purchase Order between the City of Santa Rosa and BMI Imaging Systems, Inc., in substantially the same form as Exhibit A, for a three-year term and for a total not to exceed \$475,000.

IN COUNCIL DULY PASSED this 26th day of September, 2023.

AYES: (7) Mayor N. Rogers, Vice Mayor MacDonald, Council Members Alvarez, Fleming, Okrepkie, C. Rogers, Stapp

NOES: (0)

ABSENT: (0)

ABSTAIN: (0)

ATTEST: _____ APPROVED: _____
Deputy City Clerk Mayor

APPROVED AS TO FORM: _____
Interim City Attorney

Exhibit A – Microfiche Conversion Scope of Work, BMI Imaging Systems, Inc. Response to Scope of Work