



March 13, 2019

To: Mayor Jerry L. Demings
and the Board of County Commissioners

From: Carrie Mathes, Manager, Procurement Division

Contact: Aneta Duhigg, Assistant Manager, Division of Building Safety
407-836-5550

Subject: Award of Invitation for Bids Y19-1031-PD, Document Scanning/Imaging of
Hardcopy Information

ACTION REQUESTED:

Approval to award Invitation for Bids Y19-1031-PD, Document Scanning/Imaging of Hardcopy Information, to the low responsive and responsible bidder, Advanced Data Solutions, Inc. for a 3-year term in the estimated contract amount of \$897,225. Further request authorization for the Procurement Division to renew the contract for two additional 1-year terms.

PROCUREMENT:

This contract will provide scanning/imaging services for various documents, including indexing and associated work to process hardcopy documents into digital formats. Also included is the conversion of microfilm and microfiche to digital formats. The files consist of permit applications, plat plans, engineering calculations, notice of commencement forms, termite certification forms, construction plans, and final surveys. This service will allow for the efficient retrieval of information by staff and the public, while reducing research costs. It will also reduce the need for onsite and offsite document storage. This service will be used for bulk scanning as required by the Planning, Environmental, and Development Services, Public Works, and Utilities Departments.

FUNDING:

Funding is available in account numbers 1011 068 3132 3197, 0001 068 2421 3197, 0001 068 3132 3197, 7866 068 7821 3197 and 1002 072 2701 3197.

APPROVALS:

The Division of Building Safety and the Business Development Division concur with this recommendation.

Award of Invitation for Bids Y19-1031-PD, Document Scanning/Imaging of Hardcopy Information

REMARKS:

Three bids were received in response to this Invitation for Bids and were evaluated for price, responsiveness, and responsibility. Award is recommended to the low responsive, responsible bidder, Advanced Data Solutions, Inc.

| <u>Bidder</u> | <u>Bid Amount</u> |
|-------------------------------|-------------------|
| Advanced Data Solutions, Inc. | \$ 897,225 |
| Pioneer Records Management | \$1,279,125 |
| Vital Records Control | \$2,503,875 |




Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

March 7, 2019

TO: Perry Davis, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: IFB #Y19-1031-PD, Document Scanning/Imaging of Hardcopy Information

The Business Development Division evaluated the **3 bids** submitted for this project and found that the **bidders are not** an Orange County Certified Minority Women Business Enterprises. Hence, the bid preference program in accordance with the County's M/WBE Ordinance, Section 17-324 can not be applied.

c: Sheena Ferguson, Manager, Business Development Division

