

It's real.

To: Mayor and City Council Members
Steve Parker, City Manager

From: Naomi Manski, City Secretary
Shane McDaniel, Director of IT

Subject: Resolution authorizing the City Manager to execute a Document Imaging Statement of Work with Compu-Data International for continued document management

Date: March 28, 2022

Staff is requesting authorization to execute a Document Imaging Statement of Work with Compu-Data International for the purpose of continuing a document management system, services to convert physical records to virtual, and cloud storage of data contained within. The attached quote is for the Capital Improvement Projects, which were stored at the police station storage room. During FY2022 the American Rescue Funds (ARF) a total of \$80,000 was awarded. After analyzing the number of files that were at the police storage facility a quote of \$90,965 was obtained. Also, a budget adjustment of \$25,400 was approved earlier, which gave a total of \$105,400; however, in October 2021 a purchase was paid in the amount of \$13,569.59 for previous work completed, leaving a balance of \$91,830.41. To get this year's project going a purchase order was issued for \$34,965, leaving a balance of \$56,865.41.

At this time, staff recommends approval of the Compu-Data International proposal of \$56,040 to complete this project. Should you have any questions, please contact Shane McDaniel or me.