

RESOLUTION 2017-030

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, AUTHORIZING THE PIGGYBACK OF STATE CONTRACT #973-561-10-1 AND THE ISSUANCE OF A PURCHASE ORDER TO ENABLE ADVANCED DATA SOLUTIONS, INC. (ADS) TO DIGITALLY CONVERT STORED PERMIT DRAWINGS; AUTHORIZING THE MAYOR, TOWN ADMINISTRATOR, AND TOWN ATTORNEY TO EXECUTE A PURCHASE ORDER NOT TO EXCEED FIFTEEN THOUSAND (\$15,000); AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town desires to convert numerous boxes of architectural drawings and permit records that are currently housed in an offsite storage unit; and

WHEREAS, the records represent architectural drawings and permit records processed by the Town's building department since 2006; and

WHEREAS, conversion to digital media will allow records to be seamlessly integrated into the Town's records management system (Laserfiche), and will eliminate the offsite storage; and

WHEREAS, integration into the Town's records management system will provide for greater service delivery when requested by customers and will ensure proper document retention; and

WHEREAS, ADS has been a sole source provider of this service in the past;

WHEREAS, ADS has provided an estimate based upon State of Florida Contract #973-561-10-1 of Twelve Thousand Four Hundred and Four Dollars (\$12,404) to digitize these files; and

WHEREAS, due to the variability of actual documents within the boxes to be converted the estimate may be exceeded but shall not exceed Fifteen Thousand Dollars (\$15,000), which is specifically named in the Fiscal Year 2016-2017 Town Budget (Account # 001-1800-512-34100 – Other Contractual Services); and

WHEREAS, the Town of Southwest Ranches desires to utilize the services of ADS to convert these records under the terms and conditions set forth hereinafter.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Southwest Ranches, Florida:

Section 1. The above-referenced recitals are true and correct and are incorporated herein by reference.

Section 2. The Town Council hereby approves the piggyback of State Contract #973-561-10-1 and the issuance of a Purchase Order to ADS to provide for the conversion of architectural drawings and permit records as outlined in the quote attached hereto as Exhibit "A."

Section 3. The Town Council hereby authorizes the Mayor, Town Administrator, and the Town Attorney to enter into the Purchase Order in substantially the same form as that attached hereto as Exhibit "A," and to make such modifications, additions, and/or deletions that they deem necessary and proper to effectuate the intent of this Resolution.

Section 4. That this Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED by the Town Council of the Town of Southwest

Ranches, Florida, this 26th day of January, 2017 on a motion by

[Signature] and seconded by *[Signature]*.

McKay
Breitkreuz
Fisikelli
Jablonski
Schroeder

[Signature]
[Signature]
[Signature]
[Signature]
[Signature]

Ayes 5
Nays 0
Absent 0

[Signature]
Doug McKay, Mayor

ATTEST:

[Signature]
Russell Muñiz, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:

[Signature]
Keith M. Pollakoff, J.D., Town Attorney



ADVANCED DATA SOLUTIONS, INC.

813.855.3545 Corporate
www.adsus.net

Large / Small Format Conversion - Quotation for Services



13400 Griffin Road
Southwest Ranches, Florida 33330
Attn: Russell Muniz
E: muniz@southwestranches.org

Option 1 - Per Image		Price Each
File Conversion Large Prints (up to Size E): Scanning of files to PDF scanned at 300 dpi - Black & White. Document Preparation to include stapler removal, re-placement of post-it notes, repair of torn documents. Price will include color scanning if not greater than 5%. Indexing and Folder Structure Set-Up. Embossment of Raised Seals, Large Font VOID Stamps Imprinted when appropriate. All conversion work performed in accordance with Florida Department of State Conversion Guidelines.		\$4975
File Conversion Small Format Documents (Letter / Legal): Scanning of files to PDF scanned at 300 dpi - Black & White. Document Preparation to include stapler removal, re-placement of post-it notes, repair of torn documents. Price will include color scanning if not greater than 5%. Indexing and Folder Structure Set-Up. Embossment of Raised Seals, Large Font VOID Stamps Imprinted when appropriate. All conversion work performed in accordance with Florida Department of State Conversion Guidelines.		\$045
DVD Media Discs (Each)		\$15.00
Pick-Up and Redelivery (\$40 Each Way)		\$40.00

Option 2 - State Contract		Price	
443 Hours	Per Batch: 15 Standard File Boxes (15" x 20") & 65 Oversized Boxes consisting of up to 25,000 Size E Wide Format Plans or up to 275,000 Small Format Documents or a combination of both. Services to include Record Preparation, Record Conversion to Group IV Standard TIFF File Format & Metadata / Indexing of all records in accordance with naming conventions consistent with Laserfiche Electronic Document Management System. Embossment of Raised Seals, Large Font VOID Stamps Imprinted when appropriate. DVD Media Disc Processing - \$15.00 Each Pick-Up & Re-Delivery - \$40 Each Way	\$28.00 Per Hour (Discounted Rate)	\$12,404.00

Advanced Data Solutions, Inc. State Contract #973-561-10-1
Job Code #1420 - Data Modeler

Base Conversion: Conversion of thousands of large or small data image files per 50 Box Batch of Building Records. Creation of Flat Data Files for Conversion to Group IV TIFF files for interface within the Town's Laserfiche Records Management System - Conversion with Florida Department of State Guidelines of 300 dpi within Group IV TIFF Files Converted to Group IV TIFF Files. Conversion to PDF files permitted as an alternative.

Data Conversion to include, Record Conversion, Indexing and Metadata Tagging and Extensive Quality Review for batch upload into Laserfiche Electronic Records Management Software.

A	B	C	D	E	F
PROJECT AREA 4:	Job No.	Job Title	Scope Variant	Rate	Advanced Data Solutions, Inc.
41			C.Advanced	110.00	
42			D.Covert	110.00	
43	1400.00	Database Manager			
44			I.Team Leader	110.00	
45			J.Manager	120.00	
46			K.Sr.Manager	150.00	
47	1410.00	Data Architect			
48			A.Entry	85.00	
49			B.Intermediate	100.00	
50			C.Advanced	110.00	
51			D.Covert	110.00	
52	1420.00	Data Modeler			
53			A.Entry	65.00	
54			B.Intermediate	85.00	
55			C.Advanced	100.00	
56	1430.00	Database Analyst			
57			A.Entry	80.00	
58			B.Intermediate	95.00	
59			C.Advanced	100.00	
60			D.Covert	110.00	
61	1440.00	Database Administrator			
62			A.Entry	75.00	
63			B.Intermediate	90.00	
64			C.Advanced	100.00	
65			D.Covert	120.00	

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STATE RECORD RETENTION

Florida Department of State
State Library and Archives

Florida Administrative Weekly &
Florida Administrative Code

Chapter 1B-24, Florida
Administrative Code

PUBLIC RECORDS
SCHEDULING & DISPOSITION