



**Agenda Item Summary**

*BOC 3/10/2020 Approved Agenda Item Summary*

Agenda Date: 3/10/2020

Agenda Item No.: 23.

**Agenda Item Name:**

Change Order #1 to Purchase Order 2020-00000646, to ImageStoreHouse, in the amount of \$240,000 for the scanning services to convert paper to digital and storage

**Presenter:**

Missy Daniels, 352.5249 ext. 2364/Larry Sapp, 352.374.5202

**Description:**

ImageStoreHouse Change Order #1 to Purchase Order 2020-00000646

**Recommended Action:**

Approve the issuance of Change Order #1 to Purchase Order 2020-00000646, to ImageStoreHouse, in the amount of \$240,000 for the scanning services to convert paper to digital and storage. The revised Purchase Order total is \$255,000.

Pricing per CNT Clay County Bid 2019/2020-1 DOCUMENT SCANNING SERVICES in accordance with prices, conditions, and specifications.

**Prior Board Motions:**

August 3, 2019 the Board approved change order #2 was approved to increase po 2019-00001056 to \$259,733. Of which, \$31,653.97 was spent before purchase order was cancelled. Purchase order 2020-00000646 is continuation of scanning project.

**Fiscal Consideration:**

Available budget \$241,192.16, account 410.65.6510.524.49.00, Codes Enforcement Fund.

**Background:**

Please review and add background.

In August of 2017, the Growth Management department started a process of converting old files that were deteriorating and becoming unusable to digital images. Most of these files are currently being stored at Iron Mountain and once the scanning is complete, we will no longer be paying for storage at Iron Mountain. There are adequate funds in the Codes Enforcement Fund Reserves to cover this cost.

Original Purchase Order:	\$ 15,000.00
Change Order #1:	<u>\$240,000.00</u>
Revised Purchase Order Total:	\$255,000.00

This purchase is exempt from the County's competitive bidding requirements pursuant to Section 22.11(15) of the Alachua County Purchasing Code, which permits the County to purchase supplies, materials, equipment and services under the terms and conditions established under an existing contract that the vendor has with federal, state, municipal government or any other governmental agency. However, since the dollar amount of the purchase exceeds the purchasing authority of the Purchasing Manager, this Purchase Order is being submitted for Board consideration and approval.