

**INDIAN RIVER COUNTY
OFFICE OF MANAGEMENT AND BUDGET
PURCHASING DIVISION**

DATE: June 30, 2017

TO: BOARD OF COUNTY COMMISSIONERS

THROUGH: Jason E. Brown, County Administrator
Mike Smykowski, Director, Office of Management and Budget

FROM: Jennifer Hyde, Purchasing Manager

SUBJECT: Approval of Master Agreement for Building Division Document Imaging Services and Products with DataBank IMX

BACKGROUND:

The Building Division is in possession of property and structure records dating back to the early 1900s. These records are in the form of microfiche, paper plans and index cards. Many requests are still received for information contained in these records, and as such the Building Division would like to retain them, even though it is not required under the Florida Administrative Code. Extracting the information often requires cross-referencing among the sources and extensive staff time.

EVALUATION

Over the past year, Building Division staff have met with vendors offering imaging services to discuss options for conversion of these records into electronic format. Ultimately, staff determined that OSAM Document Solutions, Inc. (“OSAM”) best meets its needs and addressed its concerns for safeguarding of the materials, thorough indexing of the documents and ultimate conversion to pdf. The County can directly contract with OSAM without requirement for bids, based on the General Services Administration (GSA) Contract (Number GS-35F0057AA), and a Purchase Order for the work was issued on April 17, 2017. OSAM subsequently requested execution of additional terms and conditions, and negotiations ensued. Staff and OSAM have come to consensus on the terms and the attached agreement has been prepared.

OSAM is a wholly-owned subsidiary of DataBank IMX (“DataBank”), and the attached agreement has been executed by DataBank.

FUNDING/BUDGET AMENDMENT:

Funding for the document imaging in the amount of \$119,734.83 has been encumbered against account 44123324-033490 – Building Department, Other Contractual Services.

RECOMMENDATION:

Staff recommends the Board authorize the Chairman to execute the Master Agreement with OSAM Document Solutions, Inc., a subsidiary of DataBank IMX, after approval by the County Attorney as to form and legal sufficiency.