



# CITY OF HAYWARD

Hayward City Hall  
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## Cover Memo

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**File #:** CONS 16-214, **Version:** 1

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**DATE:** May 17, 2016

**TO:** Mayor and City Council

**FROM:** Director of Development Services

### **SUBJECT**

Authorize the City Manager to Execute an Amendment to the Agreement with ARC Document Services for Document Scanning Services for an Amount Not to Exceed \$96,000

### **RECOMMENDATION**

That Council approves the attached resolution (Attachment I) authorizing the City Manager to execute Amendment No. 1 to the Agreement with ARC Document Services for scanning services for an amount not to exceed \$96,000, and extend the agreement term to June 30, 2017.

### **BACKGROUND**

The Planning Division has been working with ARC Document Services (ARC) to perform document scanning services on a trial basis (Phase I). After a comprehensive process described below, on June 1, 2015, the City entered into an agreement with ARC Document Services to provide document scanning services for the Planning Division for an amount not to exceed \$15,000 (Phase I). ARC has provided satisfactory service for Phase I of this project, and has submitted an estimate for Phase II in the amount of \$80,821 as reflected in Attachment II.

### **DISCUSSION**

As part of the FY 2015 approved budget, Council authorized the appropriation of \$250,000 to be earmarked for scanning of documents within the Planning Division. A Request for Proposals (RFP) was released in October 2014, and sent to thirteen document management firms for consideration. Fourteen representatives from ten firms attended the mandatory pre-bid meeting. Six firms submitted proposals in response to the RFP. After review of the proposals, the top-ranked firms, including ARC, were invited to interview with staff and conduct a more detailed review of the Planning Division's files. Each firm was then asked to present/elaborate on its approach via a telephone interview. After careful review and conducting interviews of the top-ranked firms, a negotiated agreement between the City and ARC was executed on June 1, 2015, for an amount not to exceed \$15,000, to complete Phase I of this project. Since staff had not worked with this document management firm before, Phase I functioned as a "test" phase to ensure the quality and timeliness of ARC's work and process. Documents that were included in Phase I were Planning files dated 2010 to present.

ARC is nearing the end of Phase I of this project, and was asked to provide an estimate for Phase II, which

will include Planning Division files prior to 2010. The phase I cost was approximately \$15,000. The estimated amount to complete Phase II of this project is \$80,821. Therefore, staff is requesting approval of the attached resolution to execute an amendment to the original agreement with ARC Document Services, to continue providing document scanning services with a revised contract amount not to exceed \$96,000 for both phases of work.

ARC will start Phase II as soon as Phase I has been completed, which is estimated to be by the end of June 2016. Phase II is estimated to be completed no later than June 30, 2017.

**FISCAL IMPACT**

Funds were approved in the FY 15 budget and carried over to FY 16. There will be no additional impact to the General Fund as a result of approving this action.

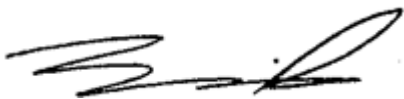
**NEXT STEPS**

If Council adopts the attached resolution, staff will prepare Amendment No. 1 to the agreement between the City of Hayward and ARC Document Services, which will be executed and work for Phase II can begin.

*Prepared by:* Jade Kim, Management Analyst I

*Recommended by:* David Rizk, Director of Development Services

Approved by:



Fran David, City Manager

Attachments:

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| Attachment I  | Resolution  |
| Attachment II | Estimate for Remaining Collection at Hayward Planning |