

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**.

****All fields must be completed.****
Incomplete request forms will be returned to sender which may cause a delay in processing.

Date of Request: October 18, 2010

Please mark one: Bill Request or Resolution Request

1. Has your agency submitted this request in the last 12 months?

Yes No

If yes, please explain:

2. **Title:** *(Include a concise, one sentence description – please include name of company or contractor and contract control number - that clearly indicates the type of request: grant acceptance, contract execution, amendment, municipal code change, supplemental request, etc.)*

Contract (CE96003-01): For approval of an amendment to an agreement with Imagebase, a limited liability company, for the records digitization project.

3. **Requesting Agency:** Office of the Clerk and Recorder

4. **Contact Person:** *(With actual knowledge of proposed ordinance/resolution.)*

- **Name:** Patrick Wheeler, Assistant City Attorney
- **Phone:** 720-865-8753
- **Email:** Patrick.Wheeler@denvergov.org

5. **Contact Person:** *(With actual knowledge of proposed ordinance/resolution who will present the item at Mayor-Council and who will be available for first and second reading, if necessary.)*

- **Name:** Clerk and Recorder Stephanie Y. O'Malley
- **Phone:** (720) 913-5306
- **Email:** Stephanie.Omalley@denvergov.org

6. **General description of proposed ordinance including contract scope of work if applicable:** Digital Imaging Project Phase 2: Capturing/scanning and partially indexing of recorded documents from 16 mm microfilm dated from 1986 – 1988. It is estimated there are .85 Million pages indexed; Phase 5b: Capturing/Scanning and indexing an estimated .255 Million pages from 290 reels of 35 mm film and 38 books dated from 1950 - 1970 of marriage license information. The index to these images is the Bride and Groom Index Books and these books will be captured so that the images can be used as the source of indexing. The indexing will be comprised of the license number, issue date, Bride name, and Groom name and the document type. The images and indexing will be loaded into the recording package. The cost under the amendment is not to exceed \$136,300.

****Please complete the following fields:** *(Incomplete fields may result in a delay in processing. If a field is not applicable, please enter N/A for that field.)*

- a. **Contract Control Number:** CE96003-01
- b. **Duration:** 2009-08-01 – 2014-12-31
- c. **Location:** 201 West Colfax Avenue, Dept. 101
- d. **Affected Council District:** N/A
- e. **Benefits:** Converting all pages from film, fiche, and books to a digitized format indexing the pages and integrating images into the existing database system to provide better document copies to our customers.
- f. **Costs:** Amendment not to exceed \$136,300

7. **Is there any controversy surrounding this ordinance?** *(Groups or individuals who may have concerns about it?)* **Please explain.**

No controversy is expected.

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date Entered: _____