

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at MileHighOrdinance@DenverGov.org by 9 a.m. Friday. Contact the Mayor's Legislative team with questions

Date of Request: 3/22/2024 _____

Please mark one: Bill Request or Resolution Request

1. Type of Request:

- Contract/Grant Agreement Intergovernmental Agreement (IGA) Rezoning/Text Amendment
 Dedication/Vacation Appropriation/Supplemental DRMC Change
 Other:

2. **Title:** (Start with *approves*, *amends*, *dedicates*, etc., include name of company or contractor and indicate the type of request: grant acceptance, contract execution, contract amendment, municipal code change, supplemental request, etc.)

CLERK-202472610 is a contract for professional services for US Imaging to provide digitization and indexing services for the Clerk and Recorder Historical Preservation project to digitize and index Plats, digitize and index contract files, digitize and index miscellaneous books and paper records, and digitize and index Real Estate and Marriage License Index Books for years 1954 – 1993.

3. **Requesting Agency:** Clerk and Recorder

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution (e.g., subject matter expert)	Contact person for council members or mayor-council
Name: David Hughes	Name: David Hughes
Email: david.hughes@denvergov.org	Email: david.hughes@denvergov.org

5. General description or background of proposed request. Attach executive summary if more space needed:

The Office of the Clerk and Recorder (OCR) is continuing to work on digitizing, indexing, preserving records within the office to capture electronically city records images and metadata into the various OCR software applications that stores all of the City and County of Denver historical documents the agency is the custodian of. The next phase of the project is to digitize and index Plats, digitize and index contract files, digitize and index miscellaneous books and paper records, and digitize and index Real Estate and Marriage License Index Books for years 1954 – 1993.

The benefits gained include but are not limited to:

- Online availability of documents to the public and internal CCD agencies
- Quicker retrieval of needed information
- Backup for disaster/recovery purposes
- Historical preservation of the City's records through digitization of existing paper records
- Promote access to digital material, and
- Mitigate against further deterioration of physical historical assets

The overall goal in digitizing all of the official OCR records is to allow the public to view them online and to have all of the records on one type of media to allow for migration to the next greatest technology whenever that may come along. Currently the OCR has historical documents on paper, in books, on mylar, and microfiche. Members of the public spend hours researching documents at the OCR office but through this effort, they will be able to complete their research from the comfort of their own home or office through our increased online presence.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

- 6. City Attorney assigned to this request (if applicable): Megan Waples
- 7. City Council District: Citywide
- 8. ****For all contracts, fill out and submit accompanying Key Contract Terms worksheet****

Key Contract Terms

Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):

Expenditure contract to provide professional services, a scope of work, and amount for vendor and completion of the digitization, indexing and preservation services project. The maximum contract amount, as amended, exceeds 1,091,805.00.

Vendor/Contractor Name (including any dba's): US Imaging, Inc.

Contract control number (legacy and new): CLERK-202472610

Location: Clerk and Recorder's Office – Wellington Webb Building

Is this a new contract? Yes No Is this an Amendment? Yes No If yes, how many? 4

Contract Term/Duration (for amended contracts, include existing term dates and amended dates):

Proposed Contract Dates – 10/01/2023 to 10/31/2025 to digitize and index Plats, digitize, and index contract files, digitize and index miscellaneous books and paper records, and digitize and index Real Estate and Marriage License Index Books for years 1954 – 1993.; Maximum Contract Amount: \$1,091,805.00

Contract Amount (indicate existing amount, amended amount and new contract total):

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
<i>(A)</i>	<i>(B)</i>	<i>(A+B)</i>
\$1,091,805.00	\$0.00	\$1,091,805.00

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>

Scope of work:

The Office of the Clerk and Recorder (OCR) is entering into this agreement with US Imaging to provide a turnkey service for the following services:

1. Digitization (scanning) and indexing of Plats
2. Digitization (scanning) and indexing of Contract files

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3. Digitization (scanning) of miscellaneous books and paper records
4. Digitization (scanning) and indexing of Real Estate and Marriage License Index Books for years 1954 – 1993

US Imaging has demonstrated experience in all aspects of image capture, image enhancement, and indexing technologies and must demonstrate to the sole satisfaction of the OCR, that they can successfully deliver services of the type and scope.

Was this contractor selected by competitive process? **If not, why not?** No, the was selected initially by BID using existing vendor contract with GovOS and prior work done by US Imaging.

Has this contractor provided these services to the City before? Yes No

Source of funds: General Fund

Is this contract subject to: W/MBE DBE SBE XO101 ACDBE N/A

WBE/MBE/DBE commitments (construction, design, Airport concession contracts):

Who are the subcontractors to this contract? N/A

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