



Legislation Text

File #: 17-0539, Version: 1

Contract Request Template (Contracts; IGAs; Leases)

Date Submitted: 05-02-17

Requesting Agency: Clerk & Recorder
Division:

- **Name:** Juan Guzman
- **Phone:** 720-865-8692
- **Email:** juan.guzman@denvergov.org <mailto:juan.guzman@denvergov.org>

Item Title & Description:

(Do not delete the following instructions)

*These appear on the Council meeting agenda. Initially, the requesting agency will enter a 2-3 sentence description. Upon bill filling, the City Attorney's Office should enter the title above the description (the title should be in **bold** font).*

*Both the title and description must be entered between the red "title" and "body" below. Do **not** at any time delete the red "title" or "body" markers from this template.*

A resolution approving a proposed Professional Services Agreement by and between the City and County of Denver and US Imaging, Inc., to provide digitization and indexing services.

Approves a three-year, \$800,000 contract with US Imaging Inc. for digitization and indexing of existing real estate agreements, marriage certificates, city ordinances and resolutions, and other historical documents to be made available online to the public and city agencies as part of the citywide Clerk and Recorder Historical Preservation project (201734175). The last regularly scheduled Council meeting within the 30-day review period is on 6-26-17. The Committee approved filing this resolution by consent on 5-9-17.

Affected Council District(s) or citywide? Citywide

Contract Control Number: 201734175

Vendor/Contractor Name (including any "DBA"): US Imaging Inc

Type and Scope of services to be performed:

The Office of the Clerk and Recorder (OCR) has been working on electronically preserving records within the office for the past five (5) years and digitally scanning and importing the images and metadata into the County Fusion software that stores all of the recorded documents.

The next phase of the project is to digitize the grantor/ grantee books from 1859-1949 and index information from 1859 - 1975 as a continuation of an imaging project that the OCR began several years ago. There is also a small amount of miscellaneous documents that will need to be digitized as time allows.

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
- Reduction in physical storage space (and associated costs)

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.

Location (if applicable):

WBE/MBE/DBE goals that were applied, if applicable (construction, design, Airport concession contracts):

Are WBE/MBE/DBE goals met (if applicable)?

Is the contract new/a renewal/extension or amendment?

Was this contractor selected by competitive process or sole source?

For New contracts

Term of initial contract: Three years

Options for Renewal:

How many renewals (i.e. up to 2 renewals) up to two renewals

Term of any renewals (i.e. 1 year each): one year each

Cost of initial contract term: \$800,000

Cost of any renewals:

Total contract value council is approving if all renewals exercised:

For Amendments/Renewals Extensions:

Is this a change to cost/pricing; length of term; terms unrelated to time or price (List all that apply)?

If length changing

What was the length of the term of the original contract?

What is the length of the extension/renewal?

What is the revised total term of the contract?

If cost changing

What was the original value of the entire contract prior to this proposed change?

What is the value of the proposed change?

What is the new/revised total value including change?

If terms changing

Describe the change and the reason for it (i.e. compliance with state law, different way of doing business etc.)