



## Agenda Item Summary

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### **Submitted By**

Tammie Grossman, Director Development Customer Services and Laydon Reynolds, Chief of Police

### **Reviewed By**

LKS

### **Agenda Item Title**

**A Resolution Approving a Professional Services Agreement between Konica Minolta and the Village of Oak Park to provide Document Imaging Services for the Village's microfiche cards, microfilm rolls and related papers in an Amount Not to Exceed \$83,838 and Authorizing its Execution.**

### **Overview**

A service agreement for Konica Minolta to provide document imaging services for the Village's Development Customer Service Department and Police Department. Included in the scope of work are to convert, index, and electronically deliver approximately 29,200 microfiche cards, 800 microfilm rolls, and various related papers in boxes.

### **Recommendation**

Approve the Resolution.

### **Staff Recommendation**

Approve the Resolution.

### **Fiscal Impact**

The contract for services is for an amount not to exceed \$83,838 as a combined amount, budgeted from \$50,000 in 1001.46250.101.530667 External Support DCS Permit Processing 2019, \$30,000 in 1001.42400.101.530667 External Support PD 2019, and \$30,000 in 1001.42400.101.530667 External Support PD 2020.

### **Background**

On March 5, 2019, the Village issued a Request for Proposals, RFP-DCS-2019-Document Imaging Services (hereinafter referred to as the RFP) and four (4) firms responded to the request. The RFP review team conducted several evaluation meetings and determined Konica Minolta submitted the lowest, most responsible proposal. By digitizing the Village's microfiche cards and microfilm rolls, we will improve the speed of processes of both the Development Customer Service and Police Departments. More importantly, the Village will enhance customer service, because documents will be easily accessible in an electronic format. The Village only has one legacy machine utilized by both departments. Deterioration of police records and inefficient, lengthy searches through rolls of images, will no longer be a concern moving forward with the completion of the scope of work as detailed in the RFP.

**Alternatives**

The alternative includes not approving the professional service agreement. Village staff will then need to continue utilizing a single legacy machine, understanding the potential loss due to deterioration and inefficient access to vital records.

**Previous Board Action**

NA.

**Citizen Advisory Commission Action**

NA.

**Anticipated Future Actions/Commitments**

The Village shall have the right to renew the contract for two (2) additional one (1) year term service years with all terms and conditions, except for price, remaining the same.

**Intergovernmental Cooperation Opportunities**

NA.