



Legislation Details (With Text)

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**Title:** Agreement with Micrographics Document Imaging Services for Scanning Services (B)

This item is a request for the City Commission to approve an agreement between the City of Gainesville (City) and Micrographics for Document Imaging Services.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 170774A\_Permission to Piggyback RFP\_20180301.pdf, 2. 170774B\_RFP-Suwannee School Board\_20180301.pdf, 3. 170774C\_Adopted CIP Budget\_20180301.pdf

Date	Ver.	Action By	Action	Result
3/1/2018	1	City Commission	Approved as Recommended	

**Agreement with Micrographics Document Imaging Services for Scanning Services (B)**

**This item is a request for the City Commission to approve an agreement between the City of Gainesville (City) and Micrographics for Document Imaging Services.**

The Public Works Department maintains the paper based files for all of the City’s maps, construction drawings, right-of-way maps, etc. As the City moves into the digital age, it is necessary to scan, digitize, catalog and GIS code. This will allow documents to be accessed electronically by City staff as well as the general public, which enables us to be more citizen-centric.

Micrographics has provided document imaging services for both GRU Waste Water and the Human Resources Departments. Micrographics currently have a document imaging contract with the State of Florida, Suwannee County School District and the Department of Defense (Jacksonville Office).

This is a request to utilize the Suwannee County School District’s contract to complete the project.

Funding in the amount of \$126,738.43 for the project was approved in the FY2018 Public Works Budget.

The City Commission: 1) approve the agreement with Micrographics for document imaging services and 2) authorize the City Manager or designee to execute all contract documents and other necessary documents, subject to approval by the City Attorney as to form and legality.