



## Legislation Text

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**File #:** 21-1926, **Version:** 1

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**STRATEGIC PRIORITY:** Government Performance and Financial Management  
**AGENDA DATE:** October 27, 2021  
**COUNCIL DISTRICT(S):** All  
**DEPARTMENT:** Office of Procurement Services  
**EXECUTIVE:** Elizabeth Reich

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### **SUBJECT**

Authorize a five-year service price agreement for digitization services for Development Services - MEI Mail Services, most advantageous proposer of eight - Estimated amount of \$500,703.80 - Financing: Building Inspection Fund

### **BACKGROUND**

This action does not encumber funds; the purpose of a service price agreement is to establish firm pricing for services, for a specific term, which are ordered on an as needed basis according to annual budgetary appropriations. The estimated amount is intended as guidance rather than a cap on spending under the agreement, so that actual need combined with the amount budgeted will determine the amount spent under this agreement.

This service price agreement will provide for digitization services for Development Services. Development Services has over 10,000,000 images stored on microfilm, microfiche, and aperture cards, and over 600,000 documents which are physically archived at the Oak Cliff Municipal Center. These records include building plans, permits, applications, authorization forms, plats, zoning maps, and licenses. The records are accessible to the public and are often utilized by customers when researching properties for development/redevelopment. In order to access these documents customers must search the archives in person.

The digitized records will utilize the Electronic Document Management System (EDMS) to make the records easily accessible to staff and the public. The EDMS is a database for digital media currently accessible by City staff and the public via computers at the Oak Cliff Municipal Center. This service price agreement will allow additional documents to be added to the existing document management system.

The intent of this agreement is to enhance customer service by making documents available online, thereby reducing the need for customers to do business or conduct research in person.

A five-member committee from the following departments reviewed and evaluated the qualifications:

- City Secretary Office (2)
- Development Services (2)
- Office of Procurement Services (1)\*

\*The Office of Procurement Services evaluated cost and local preference, if applicable.

The committee selected the successful respondent on the basis of demonstrated competence and qualifications under the following criteria:

- Cost 30 points
- Capability and experience 25 points
- Overall approach/methodology 20 points
- Function match to City's requirements 20 points
- Local Preference 5 points

As part of the solicitation process and in an effort to increase competition, the Office of Procurement Services used its procurement system to send out email notifications to vendors registered under relevant commodity codes. To further increase competition, the Office of Procurement Services uses historical solicitation information, the Internet, and vendor contact information obtained from user departments to contact additional vendors.

On November 10, 2015, the City Council authorized a living wage policy that requires contractors to pay their employees a “living wage” rate as established annually by the Massachusetts Institute of Technology Living Wage Calculator for Dallas County by Resolution No. 15-2141. The current calculated living wage during the solicitation process of this contract is \$15.31; the selected vendor meets this requirement.

#### **PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On October 26, 2016, City Council authorized a three-year service contract for digitization services with DRS Imaging Services of Texas, Inc. by Resolution No. 16-1719.

#### **FISCAL INFORMATION**

Fund	FY 2022	FY 2023	Future Years
Building Inspection Fund	\$125,175.95	\$93,881.96	\$281,645.89

#### **M/WBE INFORMATION**

In accordance with the City’s Business Inclusion and Development Policy adopted on September 23, 2020, by Resolution No. 20-1430, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Procurement Category	M/WBE Goal	M/WBE %	M/WBE \$
\$500,703.80	Other Services	N/A	N/A	N/A
<ul style="list-style-type: none"> <li>• The Business Inclusion and Development Policy does not apply to Other Service contracts.</li> <li>• MEI Mail Services - Non-local; Workforce - 9.60% Local</li> </ul>				

**PROCUREMENT INFORMATION**

Method of Evaluation for Award Type:

Request for Competitive Sealed Proposal	<ul style="list-style-type: none"> <li>• Utilized for high technology procurements, insurance procurements, and other goods and services</li> <li>• Recommended offeror whose proposal is most advantageous to the City, considering the relative importance of price, and other evaluation factors stated in the specifications</li> <li>• Always involves a team evaluation</li> <li>• Allows for negotiation on contract terms, including price</li> </ul>
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The Office of Procurement Services received the following proposals from solicitation number BIZ21-00016454. We opened them on June 25, 2021. We recommend the City Council award this service price agreement in its entirety to the most advantageous proposer.

\*Denotes successful proposer

<b><u>Proposers</u></b>	<b><u>Address</u></b>	<b><u>Score</u></b>
*MEI Mail Services	13714 Gamma Rd. Suite 120 Farmers Branch, TX 75244	77.70
Elite Discovery, Inc.	400 North Paul St. Dallas, TX 75201	76.17
KSP Services	34 Willet Ave. Hickville, NY 11801	67.75
ECM Today!	1405 Desert Quail Ln. Austin, TX 78758	65.69
Iron Mountain	1 Federal St. Boston, MA 02110	63.74
MIDCON Data Service	13431 North Broadway Ext. Suite 115 Oklahoma City, OK 73114	60.50

Doculynx	1200 Grambrel Rd. Suite 104 Arlington, TX 76014	51.32
American Filing Solutions, Inc.	2855 Forest Creek Ln. Naperville, IL 60565	Non-responsive

**OWNER**

**MEI Mail Services**

Leslie E Marshall, President