

AGENDA SUMMARY ITEM

Agenda Item #: C - 4

Agenda Item: Approval to purchase document conversion scanning services for the Community Development Department from R&S Integrated Products and Services, Inc. Purchase will be made from R&S Integrated Products and Services, Inc. in an amount not to exceed \$170,000 under the terms of the City of Sunny Isles Beach Contract No. C0506-006 negotiated agreed pricing.

These services will assist in the conversion of all building permit paper documents (approximately 900,000 documents) to an electronic format, and will allow the Community Development Department to reduce the overall number of filing cabinets, rented storage space, paper-handling costs, and improve disaster recovery and business continuity in case of fire, flood, or other event that may destroy the Village's paper records. Staffers will be able to perform searches, locate scanned documents within minutes from their computers to provide a faster and more efficient means of document retrieval and replication for both the public and governmental agencies.

Recommended Action:

Staff recommends approval to enter into a contract with R & S Integrated Products and Services, Inc., in the amount not to exceed \$170,000 for the conversion of paper files into electronic format under the terms of the City of Sunny Isles Beach Contract No. C0506-006 negotiated agreed pricing.

Initiator	Village Manager Approval	Agenda Date	Village Council Action
Stanley G. Hochman Finance Director		March 01, 2007	