



## CITY OF BANNING STAFF REPORT

**TO:** CITY COUNCIL

**FROM:** Douglas Schulze, City Manager

**PREPARED BY:** Caroline Patton, Administrative City Clerk  
Doug Schulze, City Manager

**MEETING DATE:** October 8, 2024

**SUBJECT:** Consideration of Resolution 2024-156, Approving a Professional Services Agreement with UBEO Business Services LLC for Scanning and Indexing Services for \$55,000

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### **RECOMMENDATION:**

Adopt Resolution 2024-156.

### **BACKGROUND:**

On May 23, 2024, the City published a Request for Proposals (RFP) for Scanning and Indexing Services across multiple departments. There was a mandatory pre-proposal meeting held on June 5, 2024 and proposals were due by July 5, 2024.

Departments/Divisions choosing to participate in this RFP included:

- Public Works - Engineering
- Public Works - Water/Wastewater
- Public Works - Planning
- Community Development

The City has a large volume of records in hardcopy that need to be digitized. Digitizing these records will allow staff to more quickly access documents and information they are seeking. In addition to just scanning the records, the RFP specifies that the documents will come with associated indexing of metadata. This will allow staff to more readily import documents into our existing records storage (e.g. in Laserfiche, to provide access to the public).

### **JUSTIFICATION:**

UBEO Business Services, LLC was selected based on the evaluation criteria (see aggregate scores below).

<b>Vendor</b>	<b>Total Score</b>
UBEO Business Services	87.25
URM Technologies	83.75
ARC Document Solutions, LLC	78.75
Xerox	61.5

### **FISCAL IMPACT:**

The vendor will invoice the City by department/division. The total budgets for each department/division are as follows:

Public Works - Water/Wastewater	\$10,000
Public Works - Engineering	\$10,000
Community Development	\$35,000
<b>TOTAL</b>	<b>\$55,000</b>

Account coding is budgeted in the following accounts and amounts:

<b>Account Coding</b>	<b>Estimated Amount</b>
001-3000-442.23-02	\$10,000
660-6300-471.23-02	\$5,000
680-8000-454.23-02	\$5,000
001-2700-442.38-05	\$15,000
001-2800-441.23-02	\$15,000
001-2740-442.38-05	\$5,000
<b>TOTAL</b>	<b>\$55,000</b>

**ALTERNATIVES:**

Do not adopt Resolution 2024-156 and provide staff alternate direction.

**BUDGETED?:**

Yes

**CONTRACT/AGREEMENT:**

Yes

**ATTACHMENTS:**

1. [Resolution 2024-156, UBEO Scanning.docx](#)
2. [Exhibit A - C01077 UBEO Business Services - Scanning and Indexing.pdf](#)
3. [Proposal\\_Banning\\_Project\\_ID\\_RFP-24-062 \(4\).pdf](#)