

**A RESOLUTION AUTHORIZING AWARD OF A CONTRACT FOR  
DOCUMENT MANAGEMENT SYSTEM LICENSES, HOSTING, SUPPORT AND  
IMPLEMENTATION SERVICES TO ECS, IMAGING.**

**NO. 2024-101**

WHEREAS, the City of Commerce City (“City”), will implement a new Document Management system (“Project”);

WHEREAS, the City has engaged in a formal competitive public solicitation process consistent with applicable requirements to select a contractor to provide Document Management System licensing, hosting, support and implementation; and

WHEREAS, City staff has determined that the lowest responsive and responsible bidder whose bid provides the best value to the City is ECS, Imaging (“Contractor”); and

WHEREAS, the cost to the City of the Project will exceed \$250,000.00 and, pursuant to the City’s procurement policies and the City Manager’s commitment to the City Council, the City Council must approve any procurement in excess of \$250,000.00.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COMMERCE CITY, COLORADO, AS FOLLOWS:

**SECTION 1. Findings.** The recitals to this resolution are incorporated as findings of the City Council. This resolution is found to be necessary for the preservation of the public health, safety, and welfare and in the public interest..

**SECTION 2. Award of Contract.** The award of the contract for the Services to the Contractor is hereby approved subject to successful finalization of an appropriate contract on terms acceptable to the City Manager. This resolution shall not be deemed to grant any right or interest in the award of a contract to ECS, Imaging. All rights and interests shall be defined exclusively by the terms and conditions set forth in the written contract.

**SECTION 3. Authorization to Negotiate.** The City Manager is hereby authorized to negotiate and finalize the details of a contract with the Contractor, including final pricing and payment terms, consistent the services agreement with the Contractor.

**SECTION 4. Execution and Attestation.** Upon successful finalization of the contract and approval as to form by the City Attorney, the City Manager is hereby authorized to execute, and the City Clerk to attest, the contract on behalf of the City.

RESOLVED AND PASSED THIS 16TH DAY OF SEPTEMBER 2024.

CITY OF COMMERCE CITY, COLORADO

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Steve J. Douglas, Mayor

ATTEST

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Dylan A. Gibson, City Clerk