



Commerce City

7887 E. 60th Ave.
Commerce City, CO 80022
c3gov.com

Council Communication File Number: Res 2024-140

Agenda Date: 11/18/2024

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Resolution

Agenda Number:

A RESOLUTION AUTHORIZING AWARD OF A MASTER SERVICES AGREEMENT FOR SCANNING SERVICES WITH ROCKY MOUNTAIN MICROFILM AND IMAGING LLC, DBA RMMI DIGITAL DOCUMENT SOLUTIONS

Summary and Background Information:

The Commerce City Information Technology Department is seeking to enter into a contract with Rocky Mountain Microfilm and Imaging LLC, dba RMMI Digital Document Solutions to provide professional services and scanning support to Commerce City Departments. Looking for ways to digitize and modernize the access to documents and records is a priority for Commerce City departments and will allow staff to be efficient in the management of records and provide a responsive and reliable approach to responding the community's requests and partnerships. In the immediate future, Community Development has been identified as a department with a pressing need for scanning and digital records. As the department moves to a new location, having the large inventory of records accessible from anywhere will increase the department's ability to access and provide information in a quick manner. Taking a digital approach to maintaining records for the city follows industry best practices, supports the continued growth of Commerce City and the City Council goals to achieve a high-performing government in order to be innovative, responsive and transparent to the community.

Solicitation Activity: The City compared multiple vendors and RMMI stood out as the most competitive and comprehensive option for the City, and can begin these scanning services immediately. Staff recommended and The City Manager approved a single source justification for this partnership.

Staff Responsible (Department Head): Justin Bingham, I.T Director

Staff Member Presenting: Tiffany Chacon (if questions arise)

Financial Impact: \$600,000 over the term of 5 years. The first year of the agreements anticipated impact is \$238,776.

Funding Source: IT CIP Scanning Project

Staff Recommendation: Staff recommends awarding the Master Services Agreement for scanning services to Rocky Mountain Microfilm and Imaging LLC, dba RMMI Digital

Document Solutions subject to finalization of the contract and executed by the City Manager.

Suggested Motion: Move to approve Resolution 2024-140, authorizing award of contract for Scanning Services to Rocky Mountain Microfilm and Imaging LLC, dba RMMI Digital Document Solutions.