

## Purchasing Summary

<b>EVENT #</b> 7187	<b>TITLE:</b> Microfilm Archives	<b>COST:</b> in the estimated amount of \$60,000
<b>TYPE OF PROCUREMENT:</b> Bid	<b>ANNUAL CONTRACT</b> <input checked="" type="checkbox"/> <b>ANNUAL MAINTENANCE AGREEMENT</b> <input type="checkbox"/>	<b>ONE TIME PURCHASE</b> <input type="checkbox"/>
<b>CONTRACT TERM (IF APPLICABLE)</b> August 15, 2019 through December 31, 2020		
<b>S/DBE (IF APPLICABLE)</b> This project was not identified as an SBE project because the requirement of three certified SBEs could not be met at the time this bid was released.		
<b>MATRIX (IF APPLICABLE)</b> N/A		
<b>NOTES</b>		
<p>Recommend approval to award an annual contract for microfilm archives from Tameran Graphic Systems, Inc. in the estimated amount of \$60,000. This contract will be used by the Development Services Department to adhere to the Georgia's Local Government Records Retention Schedule. Building plans are required to be retained for 10 years or "life of structure" depending on the scope of work. The City hires a microfilming company to convert the paper plans in to 35 mm and .pdf formats for permanent and compact storage, also allowing ease of retrieval and printing of the plans.</p> <p>The bid was advertised, opened, and reviewed. Delivery: As needed. Terms: Net 30 days. The bidders were:</p> <p>L.B. Tameran Graphic Systems, Inc. (Solon, OH)<sup>D</sup> \$23,124*</p> <p>A pre-bid conference was not conducted. (*) Indicates original bid pricing. (D) Indicates non-local owned business. Recommend approval.</p> <p>Local Available: Yes Total Sent: 214 Total Received: 1 Vendor Federally Debarred/Suspended: No</p>		