

Purchasing Summary

EVENT # 7187	TITLE: Microfilm Archive Services	COST: Up to \$60,000
TYPE OF PROCUREMENT: Bid	ANNUAL CONTRACT <input checked="" type="checkbox"/> ANNUAL MAINTENANCE AGREEMENT <input type="checkbox"/>	ONE TIME PURCHASE <input type="checkbox"/>
CONTRACT TERM (IF APPLICABLE) Contract expires 02/10/2022		
S/DBE (IF APPLICABLE) 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.		
MATRIX (IF APPLICABLE) N/A		
NOTES		
<p>Recommend approval to renew an annual contract for microfilm archive services with Tameran Graphic Systems, Inc. for up to \$60,000. The contract will be used by the Development Services Department to adhere to 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, thus allowing ease of retrieval and printing of the plans.</p> <p>This contract was originally approved by Council on August 15, 2019. This is the first of three renewal options available.</p> <p>Tameran Graphic Systems, Inc. (Solon, OH)^D</p> <p>(D) Indicates non-local owned business. Recommend approval.</p>		