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CITY COUNCIL AGENDA ITEM



Date: July 30, 2024

To: Robert J. Bruner, Acting City Manager

From: Megan E. Schubert, Assistant City Manager
Dee Ann Irby, Controller
Alex Bellak, Information Technology Director
Emily Frontera, Purchasing Manager

Subject: Standard Purchasing Resolution 4: MITN Purchasing Cooperative – Digital Imaging, Microfilming and Related Document Management Services

History

- The City of Troy uses document management and digital imaging services to manage records and information in the most effective, cost-efficient, and legally compliant manner.
- The City of Troy record retention requirements include scanning and indexing for long-term and permanent storage and record retention.
- Each Departments needs can vary and may include the scanning and indexing of paper records, documents, and large scale prints and drawings.
- The City of Troy previously met this need through the State of Michigan MiDeal Cooperative Program. Upon renewal of the contract the State of Michigan did not extend the awarded contract to the MiDEAL Cooperative Program and is no longer available to the MiDEAL members.

Purchasing

- On February 24, 2022, the City of Farmington Hills, a member of the MITN Purchasing Group, developed and issued on behalf of itself and participating MITN members a multi-year bid for as-needed File Conversion (Scanning, OCR & Indexing) Services, ITB-FH-21-22-2324.
- The bid was publicly and competitively solicited utilizing Bidnet Direct/MITN website. Over two hundred forty-five (245) vendors were notified and seven (7) responses were received.
- Proposal were evaluated on pricing, experience, and references and interviews were completed. *Global Solutions Group, Inc of Oak Park, MI* was determined to be the highest qualified low bidder and awarded the cooperative contract.
- The MITN Cooperative contract ITB-FH-21-22-2324 is for a three (3) year period with the option to renew for three (3) additional years.

Financial

Funds are budgeted and available in the various Departments' operating budgets requiring digital imaging, microfilming, and records management services.

Recommendation

City Management recommends awarding a one (1) year contract with an option to renew for 3 additional years for Digital Imaging, Microfilming, and Related Document Management Services to *Global Solutions Group, Inc of Oak Park, MI*, for Departmental use on an as-needed basis, at unit prices as detailed in the MITN Cooperative Purchasing Contract ITB-FH-21-22-2324.