

# RFP RECIND RECOMMENDATION

CITY OF RIVERSIDE  
Finance Department

DATE SUBMITTED: 01/13/2026

RFP NO.	RFP TITLE	DEPARTMENT/DIVISION
2274	Electronic Plan Archiving Services and Supporting Document	Community and Economic Development Department
		DATE RFP OPENED
		11/15/2023
PROPOSALS RECEIVED (5)		INVITATIONS ISSUED (Online)

PROPOSERS	CITY	EVALUATION RANKING
ECS Imaging, Inc	Riverside, CA	1
United Records Management, Inc.	Valencia, CA	2
Complete Paperless Solutions, LLC	Anaheim, CA	3
TSC LLC	Diamond Bar, CA	4
Debi McCluskey Companies	Corona, CA	5

RFP DESCRIPTION: The project consists of providing ongoing pick up, preparation, scanning, indexing, optical character recognition (OCR), and quality assurance/quality control (QC/QA) review for the City. The records (plans, permits and supporting documentation) will vary in size and will be picked up from the Building & Safety Division on a monthly basis.

RFP Rescind Award Recommended

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10% Surety Included

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Contract

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10% Surety not required

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Purchase Order

Recommendations:

Rescind Award Amount

ECS Imaging, Inc.

\$ N/A

## COMMENTS:

The Community and Economic Development Department is requesting that the Purchasing Manager rescind award of RFP No. 2274 to ECS Imaging, Inc.

Submitted by: Jennifer McCoy Purchasing Manager Date: 08/13/2025