RFP AWARD RECOMMENDATION

CITY OF RIVERSIDE Finance Department

Submitted by:

Finance Department DATE SUBMITTED: June 27, 2017 DEPARTMENT/DIVISION RFP NO. RFP TITLE 1685 Electronic Plan Archiving Services of Plans and Supporting Community & Economic **Documents** Development DATE RFP OPENED 04/17/17 PROPOSALS RECEIVED (3) INVITATIONS ISSUED (Online) **PROPOSERS CITY EVALUATION RANKING** ECS Imaging, Inc. Riverside 1 Imagenet Newport Beach 2 MetaSource Anaheim 3 RFP DESCRIPTION: The project consists of ongoing pick up, preparation, scanning, indexing, optical character recognition (OCR), and quality assurance/quality control (QC/QA) review for the City. Records (plans and supporting documentation) will vary in size and will be picked up from the City on a monthly basis. Contract RFP Recommended For Award (Includes Sales Tax) 10% Surety Included ☐ 10% Surety not required Lowest Responsible Proposer Purchase Order Amount of Award ECS Imaging, Inc. Not to Exceed \$50,000.00 per year **COMMENTS:** The Community & Economic Development Department has evaluated all proposals received and will be submitting a report requesting that award be made to the best overall solution based on the evaluation process.

Purchasing Services Manager

Lynd , Asit CFC, Per.