

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 |
| | | |
| PROPOSALS RECEIVED (5) | | DATE RFP OPENED 11/15/2023 |
| 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

10% Surety Included
 10% Surety not required

Contract
 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