

RFP AWARD RECOMMENDATION

CITY OF RIVERSIDE
Finance Department

DATE SUBMITTED: 04/08/2025

RFP NO. 2274	RFP TITLE Electronic Plan Archiving Services and Supporting Document	DEPARTMENT/DIVISION 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	<u>1</u>
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 Recommended For Award (Includes Sales Tax) 10% Surety Included Contract
 10% Surety not required Purchase Order

Best Ranking Proposer	Amount of Award
ECS Imaging, Inc.	<u>\$250,000.00</u>

COMMENTS:
 The Community and Economic Development Department has evaluated all proposals received and is requesting that award be made to the best overall solution based on the evaluation process. The Purchasing Division concurs that the action to award is in compliance with Purchasing Resolution 24101.

Submitted by: Kristin Nordmeyer for the Purchasing Manager Date 03/04/2025