



CITY OF ALLENTOWN

No. 30979

RESOLUTION

R216 - 2024

Introduced by the Administration on December 18, 2024

Authorization for Contract with Court Record & Data Management Services, Inc. in the estimated yearly amount of \$85,000.00 to convert physical records into digital formats. The goal is to create accessible, searchable, and secure digital versions while preserving the original content. Seven proposals were received, contract shall be for one (1) year with one (1) one (1) year renewal beyond the contract expiration period.

Resolved by the Council of the City of Allentown, That

WHEREAS, Article 130.16 of the City's Administrative Code (recodified as §5-21) requires City Council approval by Resolution for the award of contracts or engagement of professional services.

WHEREAS, it is the desire of the City of Allentown to enter into an agreement with the aforementioned Contractor, for the use and purpose indicated in supporting the Recommendation of Award of Bid:

1. Name of Contractor/Consultant: Court Record & Data Management Services, Inc.
2. Project or Contract Reference: RFP No. 2024-21 Document Conversion and File Scanning
3. Description of Service(s): To convert physical records into digital formats. The goal is to create accessible, searchable, and secure digital versions while preserving the original content

NOW, THEREFORE, BE IT RESOLVED, on this the 18th day of December, 2024, that the Council of the City of Allentown, hereby authorizes the Mayor and/or such other City officials as deemed appropriate by the City Solicitor, to sign and execute a Contract or Amendment and such other agreements and documents as are deemed by the City Solicitor to be necessary and/or related thereto, with the above named contractor/consultant, for the project identified.

	Yea	Nay
Candida Affa	X	
Ce-Ce Gerlach	X	
Daryl Hendricks	X	
Santo Napoli	X	
Natalie Santos	X	
Ed Zucal	X	
Cynthia Y. Mota, President	X	
TOTAL	7	0

THIS IS TO CERTIFY, That the above copy of Resolution No. 30979 was adopted by the City Council of Allentown on the 18th day of December, 2024, and is on file in the City Clerk's Office.


 City Clerk

SUBJECT: Request for Contract Award and Approval by City Council Pursuant to City Ordinance, Article 130.16

Project or Contract Reference: RFP No. 2024-21 Document Conversion and File Scanning

TO: City Council, City Clerk, and Council Solicitor

FROM: Gerry Anthony, Department Head

DATE: December 6, 2024

Pursuant to City Ordinances, Article 130.16, this Recommendation of Award is before City Council for its approval and award of the contract.

- Check Type of Contract or Change:

Awarded contracts over \$40,000.00 done through cooperative purchasing.

X The contract is for over \$40,000 and required to be competitively bid under the City Code. We have advertised the above referenced project and received qualified bids/proposals.

The engagement of professional services. We have received and reviewed a proposal or proposals for professional services in connection with above referenced project or requirement for professional services.

- The contract appropriation or price increase **is** included in next year's budget.
- List the Vendor's name, address and proposed sum, of any and all **alternate** quotes/received, if any.

Acclaim Systems, Inc.: 110 East Pennsylvania Boulevard, Feasterville, PA 19053

DataBank IMX, LLC: 458 Pike Road, Huntingdon Valley, PA 19006

Global Solutions Group, Inc.: 25900 Greenfield Road, Suite 220, Oak Park, MI 48237

Officemotive, Inc. (d/b/a Capital Typing): 1627 Spur Branch Road #275, SC 29853

Reynolds Business Systems, Inc.: 5402 Chestnut Street, Emmaus, PA 18049

V Group, Inc.: 379 Princeton-Hightstown Road, Building 3, Suite 2A, East Windsor, NJ 08520

- List the name and address of the **recommended** Contractor/Vendor, include the following:

Court Record & Data Management Services, Inc.: 1300 First State Boulevard, Suite H, Wilmington, DE 19804

Contract Consideration: Estimated \$85,000.00 per contract year

Funding Source: 000-07-0604-0001-46

- Description of project or scope of services to be provided:

On September 23, 2024, the City advertised a solicitation for professional digitization services to convert physical records into digital formats. The goal is to create accessible, searchable, and secure digital versions while preserving the original content. On October 25, 2024, there was a public opening for which seven (7) proposals were received, which were distributed to all committee members via Teams for evaluation. The Technical evaluation was held on November 8, 2024, all committee members were present. The proposals were scored based on the following: IBE Preference (10 Points), Ability to Meet RFP Requirements (25 Points), Firm's Experience (25 Points), and Project Plan (25 Points). The Cost Proposals were opened on November 8, 2024, and distributed to all committee members via Teams for evaluation after the Technical evaluation. The Cost evaluation was held on November 22, 2024, all committee members were present. The committee discussed the Cost proposals (25 Points). The committee decided to not move forward with any Oral presentations. The committee is recommending award to Court Records & Data Management Services, Inc.

- Contract Term:

The Contract term shall commence upon full execution and shall cease one (1) year thereafter.

- List any renewal term options and duration of each renewal, if any:

Upon written agreement, this contract may be extended for up to an additional one (1) year term beyond the contract expiration period.

- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:

Estimated \$85,000.00 per contract year totaling \$170,000.00 if renewal is utilized.

A vote of final approval is requested of the members of Council and by passing the accompanying resolution, this Contract will be deemed approved and awarded.

By: Gerry Anthony, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution