



CITY OF LONG BEACH

C-23

DEPARTMENT OF PUBLIC WORKS

333 West Ocean Boulevard • Long Beach, CA 90802

June 13, 2006

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Authorize the City Manager to award a contract to Tajann Engineering and Construction, Inc., for the Annual Contract for As-Needed Scanning Services, in an amount not to exceed \$250,000, for a one-year term; and to execute amendments to the agreements, relative to the extension of the term for up to two, one-year terms, authorize additional services, if required, within the provisions of the agreement and adjust the fee schedule of hourly and line-item rates for inflation. (Citywide)

DISCUSSION

The Department of Public Works has an extensive collection of drawings, engineering documents, maps, aperture cards, microfilm and bound survey books that are located at City Hall. Many of these documents are beginning to deteriorate due to age and use. In order to preserve these vital records and to more efficiently access them, Public Works sought to engage the services of a firm to provide as-needed scanning services and record management through an open, competitive bid. These files will be made available to staff in order to assist with expediting research that is vital to the development process of capital improvement projects.

City Council award of the contract to the lowest responsible bidder is being recommended to expedite scanning implementation. The project was advertised for bids on March 10, 2006, and bids were opened on April 7, 2006. There were thirteen bids received: two Long Beach businesses, three minority-owned businesses and four women-owned businesses.

This matter was reviewed by Senior Deputy City Attorney Donna F. Gwin on May 31, 2006, and Budget Management Officer David Wodynski on June 2, 2006.

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TIMING CONSIDERATIONS

City Council action on this matter is requested on June 13, 2006, to authorize commencement of this contract.

FISCAL IMPACT

The contract award is for an estimated amount of \$250,000 with a term of one year with two one-year options. Sufficient funds to cover these costs are budgeted in various projects in the Capital Projects Fund (CP) in the Department of Public Works (PW).

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



CHRISTINE F. ANDERSEN
DIRECTOR OF PUBLIC WORKS

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APPROVED:



GERALD R. MILLER
CITY MANAGER