

Resolution No.

# STOCKTON CITY COUNCIL

---

## **RESOLUTION AWARDING A PROFESSIONAL SERVICES CONTRACT AND APPROPRIATING FUNDING FOR THE FILE ROOM SCANNING AND DIGITAL STORAGE, PROJECT NO. SEB-23-003**

On June 27, 2023, the City advertised a Request for Proposals (RFP) for the File Room Scanning and Digital Storage, Project No. SEB-23-003. Ten proposals were received; and

The project will digitize paper files that are stored in the Stewart Eberhardt Building third floor filing room. The files consist of standard size paper files as well as large format mylar plan sheets. Some files from the Community Development Department are also stored at the Public Works Department and will be digitized as part of this project; and

After review of the proposals, it was determined that ARC Document Solutions has the necessary knowledge, experience, and staff to perform the required work. Staff negotiated a fee of \$178,440 with ARC Document Solutions for the File Room Scanning and Digital Storage, Project No. SEB-23-003; and

Appropriation of funds is needed to fund all remaining costs to complete the File Room Scanning and Digital Storage project, any additional consultant fees, and staff costs; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STOCKTON, AS FOLLOWS:

1. The City Council awards a Professional Services Contract between the City of Stockton and ARC Solutions Document, in the amount of \$178,440, and the City Manager is authorized and directed to execute same, a copy of which is attached as Exhibit 1 and incorporated by this reference.

2. The City Council approves findings pursuant to Stockton Municipal Code (SMC) section 3.68.070 in support of an exception to the competitive bidding process. These findings include:

A. The City does not have sufficient staff resources to perform the services required for this project.

B. Use of the RFP process is appropriate for this Professional Services Contract because it relies on the evaluation of professional qualifications and performance as the basis for selection of a vendor. Use of the criteria

helps ensure selection of a vendor that will provide the highest quality professional service, which is in the public interest.

C. The City negotiated a contract following the solicitation of competitive proposals in accordance with SMC section 3.68.070.A.3.

3. The City Council approves the appropriation of funds in the amount of \$160,000 from the Measure K Maintenance Fund Balance to the Public Works Fiscal Year 2023-24 Measure K Maintenance Operating Budget for the File Room Scanning and Digital Storage, Project No. SEB-23-003.

4. The City Council approves the transfer of funds in the amount of \$160,000 from the Public Works Fiscal Year 2023-24 Measure K Maintenance Operating Budget to the File Room Scanning and Digital Storage, Project No. WT24042.

5. The City Council approves the transfer of funds in the amount of \$89,220 from the Community Development Department Fiscal Year 2023-24 Operating Budget to the File Room Scanning and Digital Storage, Project No. WT24042.

6. The City Manager is hereby authorized to take whatever actions are necessary and appropriate to carry out the purpose and intent of this Resolution.

PASSED, APPROVED, and ADOPTED March 19, 2024.

---

KEVIN J. LINCOLN II  
Mayor of the City of Stockton

ATTEST:

---

ELIZA R. GARZA, CMC  
City Clerk of the City of Stockton