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CITY COUNCIL
COMMUNICATION:

ITEM _____

01-164

**OFFICE OF THE CITY MANAGER
CITY OF DES MOINES, IOWA**

AGENDA:

APRIL 2, 2001

SUBJECT:

PROFESSIONAL
SERVICES FOR THE
WASTEWATER
RECLAMATION
AUTHORITY

SYNOPSIS -

In the 2000-2001 Wastewater Reclamation Authority (WRA) Capital Program Budget entitled "General Replacement and Facility Modifications," funds are allocated for scanning operations and maintenance manuals and shop drawings at the WRA Wastewater Reclamation Facility. These scanned documents will be used in conjunction with the Process Control System now being implemented at the Wastewater Reclamation Facility. An agreement has been negotiated with the firm of IMAGETek, Inc. (Ted Kruzan, President, 2931 - 104th Street, Urbandale, Iowa 50322).

TYPE:

RESOLUTION
ORDINANCE
RECEIVE/FILE

FISCAL IMPACT -

The cost of these services is \$64,497.06. Funding for this project has been previously approved in the 2000-2001 WRA Capital Program Budget.

SUBMITTED BY:

FLOYD BENTZ
CITY ENGINEER,
WRA DIRECTOR

RECOMMENDATION -

Authorize the Mayor to sign an agreement with IMAGETek, Inc. for providing equipment, services, and training for a document imaging system at the WRA Wastewater Reclamation Facility.

BACKGROUND -

The Des Moines Metropolitan Wastewater Reclamation Facility is currently upgrading the Process Control System and the Computerized Maintenance Management System (CMMS). The document scanners and services obtained from IMAGETek will allow staff to convert paper documents (i.e., operations and maintenance manuals, shop drawings, and equipment drawings) to electronic format and stored on a central server for retrieval through

the new CMMS and Process Control System.

In January a Request for Proposals (RFP) for these services was sent to six firms. Proposals were received from two firms. A committee composed of City employees reviewed the proposals and recommended that negotiations be conducted with IMAGETek. IMAGETek submitted the lowest cost proposal.

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