

## Meeting Agendas/Info

### CITY COUNCIL COMMUNICATION:

ITEM \_\_\_\_\_

01-216

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

#### AGENDA:

APRIL 23, 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 (WRF). These scanned documents will be used in conjunction with the Process Control System now being implemented at the WRF. An agreement has been negotiated with the firm of IMAGETek, Inc. (Ted Kruzan, President, 2931 - 104th Street, Urbandale, Iowa 50322). The proposed agreement is on a lump sum agreement.

#### TYPE:

RESOLUTION  
ORDINANCE  
RECEIVE/FILE

#### FISCAL IMPACT -

The proposed fee for the document imaging services is \$64,497.06. Funds for this project have been previously approved in the 2000-2001 WRA Capital Program Budget: WRF-General Replacement and Facility Modifications Fund (EN267 - Organization ENG990000 - Project/Grant WRA062 - Activity ID 01-2001-022).

#### 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 WRF.**

#### BACKGROUND -

The WRF 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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