

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date: May 9, 2016
	Agenda Item No. 43D Roll Call No. <u>16-0785</u> Communication No. <u>16-263</u> Submitted by: Benjamin R. Page, Park and Recreation Director

AGENDA HEADING:

Accepting and approving bid from Koch Brothers (Bid #1) for purchase of a Bookeye 4 V2 Professional Scanner.

SYNOPSIS:

Recommend approval of bid #JQ16-063 to Koch Brothers (Bid #1) for purchase of a Bookeye 4 V2 Professional Scanner.

FISCAL IMPACT:

Amount: \$29,245

Funding Source: 2016-2017 CIP, Page Parks – 4, Cemetery Infrastructure, PK138, Being \$29,245 in G.O.Bonds.

ADDITIONAL INFORMATION:

The City of Des Moines – Park and Recreation Department is seeking to purchase a book scanner. The scanner and software would be used to digitize thousands of pages of cemetery records currently stored at the Glendale Cemetery office. No current system exists to perform the work of digitizing records and the project is critical to the successful operation of the Municipal Cemeteries. Currently there is no backup for the burial records and researching information is inefficient. The records are unprotected and there is no sprinkler system in the event of a fire. Burial records include cemetery deeds, lot sales receipts, maps of burial plots, and names/locations of over 172,000 internments. Outsourcing the project would not be cost efficient and it would involve a greater workload to organize scanned records. Outsourcing would also create a risk in the event the records were lost while in possession of the contractor.

Bids were sent out on March 10, 2016 and were due on March 23, 2016. Six (6) bids were received.

1. Mid-American Business System - \$19,200
2. Koch Brothers (Bid#2) - \$25,245
3. Koch Brothers (Bid #1) - \$29,245
4. Priority Engineering - \$29,430
5. Image Access - \$29,815
6. Ristech - \$52,160

The two (2) lower bids did not meet the technical software functions necessary for digitizing records that can be searchable in a PDF format. The limitations of the other two (2) bids would not accomplish the projects goals and would reduce the effectiveness in locating burial records; therefore, the Bid #1 from Koch Brothers has been determined to be the lowest responsive bidder.

Koch Brothers (Bid #1) submitted a bid of \$29,245 for a Bookeye 4 V2 Professional scanner. This product meets all the hardware requirements, warranty, and maintenance/support as specified. Further, this product meets the strict software requirements as defined by the scope of work. The option for color scanning was selected.

Mid–America Business Systems submitted a bid of \$19,200 for a Bookeye 4 Basic Wizard. This product does not meet the software specifications that specified the software must be able to perform Optical Character Recognition (OCR). The Bookeye 4 Basic Wizard software does not perform the OCR function, which makes it impossible to format files so they are searchable in a PDF file format. Further, the vendor does not have the capacity to customize the software as part of the specifications.

Koch Brothers (Bid #2) submitted a bid of \$25,245 for an Indus Book Scanner RS. This product does not meet the software specification. The specifications called for the scanner to support TWAIN. TWAIN is a widely-used program that lets users scan an image directly into the application where the image is customized. The TWAIN software was developed by a work group from major scanner manufacturers and scanning software developers and is now an industry standard. Further, the Indus Book Scanner RS has software limitations with batch processing and searchable PDF file format limits that keep this product from meeting the specifications.

PREVIOUS COUNCIL ACTION(S): NONE

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

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