

**CITY OF EL PASO, TEXAS
AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: General Services

AGENDA DATE: October 23, 2012

CONTACT PERSON/PHONE: Stuart Ed, General Services Director, 621-6822
Bruce D. Collins, Purchasing Manager, 541-4313

DISTRICT (S) AFFECTED: ALL

SUBJECT:

Solicitation No. 2012-317, Document Scanning and Shredding Services

Discussion and action that the Purchasing Manager, Financial Services, Purchasing Division, be authorized to issue a Purchase Order(s) to DataXport, El Paso effective the date of the award for an initial term of four (4) months with no option to renew. The estimated total award is \$167,928.11.

BACKGROUND / DISCUSSION:

The General Services Department – Records Management Division is recommending the award of the above bid to DataXport. DataXport was the bidder offering the Best Value to the City. The City will be relocating the City Hall building and as a result, the digital conversion of critical departmental records that include drawings and maps in various sizes for subsequent importation into the city/departments' electronic imaging system is critical. This will also enhance the retention and retrieval of records as needed. Local business is being supported.

PRIOR COUNCIL ACTION:

Yes. Council previously approved contract 2011-120 on March, 2011, Item 7.

SELECTION SUMMARY:

This solicitation was advertised on August 07, 2012 and August 14, 2012, and opened on August 29, 2012. On August 07, 2012 bid notification postcards were mailed out, the solicitation was posted on the City's website and the email (Purmail) notification was sent out. Thirteen (13) bidders were solicited and six (6) local bidders responded.

AMOUNT AND SOURCE OF FUNDING:

Department: General Services Department
Amount: \$167,928.11
Funds Available: Dept: 999 Div: 99998 Acct: 522150 Fund: 1000
Funds Source: General Fund-Relocation Expenses

BOARD / COMMISSION ACTION:

N/A

*****AUTHORIZATION*****

DEPARTMENT HEAD:

Stuart Ed, General Services Director

**COUNCIL PROJECT FORM
(ONE-TIME BID)**

*******POSTING LANGUAGE BELOW*******

Please place the following item on the **CONSENT** agenda for the Council Meeting of **OCTOBER 23, 2012**.

The award of Solicitation No. 2012-317 (Document Scanning and Shredding Services) to Dataxport Net, Llc., for a total of \$167,928.11.

Department:	General Services
Award to:	Dataxport Net, Llc. El Paso, TX
Item(s):	Group I and Group II
Option:	Purchase 100% of Original Contract Quantities, up to 365 days
Payment Terms:	2% 10 days, 1% 20 days, Net 30 days
Total Award:	\$167,928.11
Account:	999- 99998- 522150-1000
Funding Source:	General Fund-Relocation Expenses
District(s):	All

This is a Best Value, single (one-time) purchase.

The Financial Services - Purchasing Division and General Services Department recommend award as indicated to DataXport Net, Llc. the bidder offering the best value bid.

*******ADDITIONAL INFO BELOW*******

COMMITTEE SCORE SHEET

SOLICITATION NO: 2012-317

SOLICITATION TITLE: DOCUMENT SCANNING AND SHREDDING SERVICES

General Services Department

Group 1= Scanning; Group 2= Shredding

	Maximum	Cogniserv, LLC	Datamark, Inc	Dataxport Net, LLC	Iron Mountain Information, Inc.	Perfect Image, Inc.	Professional Document, Inc.
Criteria	Points	Houston, TX	El Paso, TX	El Paso, TX	El Paso, TX	Kirkland, WA	El Paso, TX
Group I		\$384,550.00	\$137,873.34	\$162,920.00	\$611,850.00	\$388,000.00	\$217,250.00
Group II		\$10,790	\$13,617.50	\$5,007.11	Done at No Charge	\$15,000.00	\$10,912.50
Total Cost	50	\$393,340.00	\$151,490.84	\$167,928.11	\$611,850.00	\$403,000.00	\$228,162.50
		19.26	50	45.11	12.38	18.80	33.20
Security	30	0	25	30	29	0	19
Reputation and Quality of the Bidder's Service	15	15	15	15	15	0	15
Employee Medical Benefits and Incentives	5	0	4	2	4	4	2
Past Relationship/Performance with the City	5	0	0	5	0	0	5
GRAND TOTAL		34.26	94.00	97.11	60.38	22.80	74.20



**CITY OF EL PASO
 BID TABULATION FORM**



Bid Opening Date: August 29, 2012

Solicitation #: 2012-317

Project Name: DOCUMENT SCANNING AND SHREDDING SERVICES

Department: GENERAL SERVICES

GROUP I: SCANNING SERVICES			CONGNISERV, LLC HOUSTON, TX		DATAMARK, INC. EL PASO, TX		DATAEXPORT NET, LLC EL PASO, TX	
ITEM	ESTIMATED QUANTITY (PAGES)	DESCRIPTION	UNIT PRICE	EXTENDED PRICE (EST. QUANTITY x UNIT PRICE)	UNIT PRICE	EXTENDED PRICE (EST. QUANTITY x UNIT PRICE)	UNIT PRICE	EXTENDED PRICE (EST. QUANTITY x UNIT PRICE)
1.	1,500,000	DOCUMENT B&W SCAN, 200 DPL, PAGES SIZE UP TO / INCLUDING 8.5" x 11"	\$0.091	\$136,500.00	0.0526	\$78,900.00 <small>BIDDERS PRICE \$78,909.51</small>	\$0.0325	\$48,750.00
2.	400,000	DOCUMENT B&W SCAN, 200 DPI, PAGES SIZE LARGER THAN 8.5" x 11" UP TO/INCLUDING 11" x 17"	\$0.094	\$37,600.00	0.0526	\$21,040.00 <small>BIDDERS PRICE \$21,042.54</small>	0.060	\$24,000.00
3.	100,000	DOCUMENT B&W SCAN, 200 DPI, PAGES SIZE LARGER THAN 11" x 17" UP TO/INCLUDING 24" x 36"	\$0.84	\$84,000.00	0.2353	\$23,530.00 <small>BIDDERS PRICE \$23,534.11</small>	0.254	\$25,400.00
4.	30,000	DOCUMENT MYLAR, BLUE INK/NEGATIVE/FILM BASIC BOUND MAPS/BOOKS 300 DPI, PAGE SIZE LARGER THAN 24" x 36" UP TO/INCLUDING 36" x 48"	\$1.68	\$50,400.00	0.2353	\$7,059.00 <small>BIDDERS PRICE \$7,060.23</small>	0.508	\$15,240.00

NOTE: This is a Best Value Procurement. Price and other factors shall be evaluated to determine an awardee.

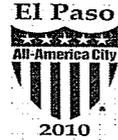
The information contained in this bid tabulation is for information only and does not constitute actual award/execution of contract.

APPROVED BY: jsl

DATE: 09/10/2012



CITY OF EL PASO BID TABULATION FORM



Bid Opening Date: August 29, 2012

Solicitation #: 2012-317

Project Name: DOCUMENT SCANNING AND SHREDDING SERVICES

Department: GENERAL SERVICES

GROUP I: SCANNING SERVICES			CONGNISERV, LLC HOUSTON, TX		DATAMARK, INC. EL PASO, TX		DATAXPORT NET, LLC EL PASO, TX	
ITEM	ESTIMATED QUANTITY (PAGES)	DESCRIPTION	UNIT PRICE	EXTENDED PRICE (EST. QUANTITY x UNIT PRICE)	UNIT PRICE	EXTENDED PRICE (EST. QUANTITY x UNIT PRICE)	UNIT PRICE	EXTENDED PRICE (EST. QUANTITY x UNIT PRICE)
5.	65,000	DAMAGED/HISTORIC/UNDERSIZE/OVERSIZED/SPECIAL BOUND OR REQUIRING SPECIAL SERVICES	\$1.17	\$76,050.00	0.1127	\$7,325.50 <small>BIDDERS PRICE \$7,326.95</small>	0.762	\$49,530.00
GROUP I TOTAL:				\$384,550.00		\$137,854.50 <small>BIDDERS PRICE \$137,873.34</small>		\$162,920.00
			<small>NOTE: PER IMAGE PRICING IS BASED UPON THE CITY OF EL PASO PROVIDING ELECTRONIC DATA FOR INDEXING. COGNISERV WILL CAPTURE ONE FIELD UP TO 5 CHARACTERS AND DATA MERGE THE REMAINING 4 FIELDS</small>		<small>**ASSUMPTIONS: PRICING IS BASED ON AN ESTIMATE OF 3 PAGES PER DOCUMENT. IF THE NUMBER OF PAGES PER DOCUMENT WERE A HIGHER AVERAGE, OUR PRICE WOULD HAVE BEEN LESS.</small>			

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APPROVED BY: /s/

DATE: 09/10/2012



**CITY OF EL PASO
 BID TABULATION FORM**



Bid Opening Date: August 29, 2012

Project Name: DOCUMENT SCANNING AND SHREDDING SERVICES

Solicitation #: 2012-317
 Department: GENERAL SERVICES

GROUP II: SHREDDING SERVICES			CONGNISERV, LLC HOUSTON, TX		DATAMARK, INC. EL PASO, TX		DATAXPORT NET, LLC EL PASO, TX	
ITEM	ESTIMATED QUANTITY (PAGES)	DESCRIPTION	UNIT PRICE	EXTENDED PRICE (EST. QUANTITY x UNIT PRICE)	UNIT PRICE	EXTENDED PRICE (EST. QUANTITY x UNIT PRICE)	UNIT PRICE	EXTENDED PRICE (EST. QUANTITY x UNIT PRICE)
1.	1,500,000	DOCUMENT B&W SCAN, 200 DPL, PAGES SIZE UP TO / INCLUDING 8.5" x 11"	\$0.0026	\$3,900.00	0.0065	\$9,750.00	\$0.000984	\$1,476.00 <small>BIDDERS PRICE \$1,476.56</small>
2.	400,000	DOCUMENT B&W SCAN, 200 DPI, PAGES SIZE LARGER THAN 8.5" x 11" UP TO/INCLUDING 11" x 17"	\$0.0026	\$1,040.00	0.0065	\$2,600.00	0.001969	\$787.60 <small>BIDDERS PRICE \$787.50</small>
3.	100,000	DOCUMENT B&W SCAN, 200 DPI, PAGES SIZE LARGER THAN 11" x 17" UP TO/INCLUDING 24" x 36"	\$0.03	\$3,000.00	0.0065	\$650.00	0.009056	\$905.60 <small>BIDDERS PRICE \$905.63</small>
4.	30,000	DOCUMENT MYLAR, BLUE INK/NEGATIVE/FILM. BASIC BOUND MAPS/BOOKS 300 DPI, PAGE SIZE LARGER THAN 24" x 36" UP TO/INCLUDING 36" x 48"	\$0.03	\$900.00	0.0065	\$195.00	0.018113	\$543.39 <small>BIDDERS PRICE \$543.38</small>

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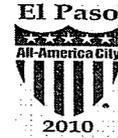
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**CITY OF EL PASO
 BID TABULATION FORM**



Bid Opening Date: August 29, 2012

Project Name: DOCUMENT SCANNING AND SHREDDING SERVICES

Solicitation #: 2012-317
 Department: GENERAL SERVICES

			CONGNISERV, LLC HOUSTON, TX		DATAMARK, INC. EL PASO, TX		DATAXPORT NET, LLC EL PASO, TX	
GROUP II: SHREDDING SERVICES								
5.	65,000	DAMAGED/HISTORIC/UNDERSIZE/ OVERSIZED/SPECIAL BOUND OR REQUIRING SPECIAL SERVICES	\$0.03	\$1,950.00	0.0065	\$422.50	0.019924	\$1,295.06 <small>BIDDERS PRICE \$1,295.04</small>
GROUP II TOTAL:				\$10,790.00		\$13,617.50		\$5,007.65 <small>BIDDERS PRICE \$5,008.11</small>
					**ASSUMPTIONS: PRICING IS BASED ON AN ESTIMATE OF 3 PAGES PER DOCUMENT. IF THE NUMBER OF PAGES PER DOCUMENT WERE A HIGHER AVERAGE, OUR PRICE WOULD HAVE BEEN LESS.			
GRAND TOTAL (GROUP I + GOURP II)				\$395,340.00		\$151,472.00 <small>BIDDERS PRICE \$151,490.84</small>		\$167,927.65 <small>BIDDERS PRICE \$167,928.11</small>

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DATE: 09/10/2012



**CITY OF EL PASO
 BID TABULATION FORM**



Bid Opening Date: August 29, 2012

Solicitation #: 2012-317

Project Name: DOCUMENT SCANNING AND SHREDDING SERVICES

Department: GENERAL SERVICES

			IRON MOUNTAIN INFORMATION MANAGEMENT, INC. EL PASO, TX		PERFECT IMAGE, INC. KIRKLAND, WA		PROFESSIONAL DOCUMENT SYSTEMS, INC. EL PASO, TX	
GROUP I: SCANNING SERVICES								
ITEM	ESTIMATED QUANTITY (PAGES)	DESCRIPTION	UNIT PRICE	EXTENDED PRICE (EST. QUANTITY x UNIT PRICE)	UNIT PRICE	EXTENDED PRICE (EST. QUANTITY x UNIT PRICE)	UNIT PRICE	EXTENDED PRICE (EST. QUANTITY x UNIT PRICE)
1.	1,500,000	DOCUMENT B&W SCAN, 200 DPL, PAGES SIZE UP TO / INCLUDING 8.5" x 11"	0.076	\$114,000.00	\$0.06	\$90,000.00	0.0550	\$82,500.00
2.	400,000	DOCUMENT B&W SCAN, 200 DPI, PAGES SIZE LARGER THAN 8.5" x 11" UP TO/INCLUDING 11" x 17"	0.076	\$30,400.00	\$0.10	\$40,000.00	0.0550	\$22,000.00
3.	100,000	DOCUMENT B&W SCAN, 200 DPI, PAGES SIZE LARGER THAN 11" x 17" UP TO/INCLUDING 24" x 36"	\$3.24	\$324,000.00	\$1.15	\$115,000.00	0.5750	\$57,500.00
4.	30,000	DOCUMENT MYLAR, BLUE INK/NEGATIVE/FILM BASIC BOUND MAPS/BOOKS 300 DPI, PAGE SIZE LARGER THAN 24" x 36" UP TO/INCLUDING 36" x 48"	\$4.24	\$127,200.00	\$1.30	\$39,000.00	\$0.65	\$19,500.00

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GROUP I: SCANNING SERVICES								
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5.	65,000	DAMAGED/HISTORIC/UNDERSIZE/ OVERSIZED/SPECIAL BOUND OR REQUIRING SPECIAL SERVICES	\$0.25	\$16,250.00	\$1.60	\$104,000.00	\$0.55	\$35,750.00
GROUP I TOTAL:				\$611,850.00		\$388,000.00		\$217,250.00
			THE AGENCY WAS UNABLE TO IDENTIFY HOW MANY DOCUMENTS WOULD BE INDEXED, OR THE AMOUNT OF INDEXING REQUIRED SO WE HAVE ASSUMED IN OUR PRICING THAT THE DOCUMENTS WILL AVERAGE 25 CHARS EVERY 20 IMAGES.					

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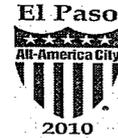
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 BID TABULATION FORM**



Bid Opening Date: August 29, 2012

Project Name: DOCUMENT SCANNING AND SHREDDING SERVICES

**Solicitation #: 2012-317
 Department: GENERAL SERVICES**

GROUP II: SHREDDING SERVICES			IRON MOUNTAIN INFORMATION MANAGEMENT, INC. EL PASO, TX		PERFECT IMAGE, INC. KIRKLAND, WA		PROFESSIONAL DOCUMENT SYSTEMS, INC. EL PASO, TX	
ITEM	ESTIMATED QUANTITY (PAGES)	DESCRIPTION	UNIT PRICE	EXTENDED PRICE (EST. QUANTITY x UNIT PRICE)	UNIT PRICE	EXTENDED PRICE (EST. QUANTITY x UNIT PRICE)	UNIT PRICE	EXTENDED PRICE (EST. QUANTITY x UNIT PRICE)
1.	1,500,000	DOCUMENT B&W SCAN, 200 DPL, PAGES SIZE UP TO / INCLUDING 8.5" x 11"	NO BID		0.005	\$7,500.00	0.0025	\$3,750.00
2.	400,000	DOCUMENT B&W SCAN, 200 DPI, PAGES SIZE LARGER THAN 8.5" x 11" UP TO/INCLUDING 11" x 17"	NO BID		0.005	\$2,000.00	0.0025	\$1,000.00
3.	100,000	DOCUMENT B&W SCAN, 200 DPI, PAGES SIZE LARGER THAN 11" x 17" UP TO/INCLUDING 24" x 36"	NO BID		\$0.02	\$2,000.00	0.0150	\$1,500.00
4.	30,000	DOCUMENT MYLAR, BLUE INK/NEGATIVE/FILM BASIC BOUND MAPS/BOOKS 300 DPI, PAGE SIZE LARGER THAN 24" x 36" UP TO/INCLUDING 36" x48"	NO BID		\$0.03	\$900.00	\$0.15	\$4,500.00

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 BID TABULATION FORM**



Bid Opening Date: August 29, 2012
Project Name: DOCUMENT SCANNING AND SHREDDING SERVICES

Solicitation #: 2012-317
Department: GENERAL SERVICES

			IRON MOUNTAIN INFORMATION MANAGEMENT, INC. EL PASO, TX		PERFECT IMAGE, INC. KIRKLAND, WA		PROFESSIONAL DOCUMENT SYSTEMS, INC. EL PASO, TX	
GROUP II: SHREDDING SERVICES								
ITEM	ESTIMATED QUANTITY (PAGES)	DESCRIPTION	UNIT PRICE	EXTENDED PRICE (EST. QUANTITY x UNIT PRICE)	UNIT PRICE	EXTENDED PRICE (EST. QUANTITY x UNIT PRICE)	UNIT PRICE	EXTENDED PRICE (EST. QUANTITY x UNIT PRICE)
5.	65,000	DAMAGED/HISTORIC/UNDERSIZE/OVERSIZED/SPECIAL BOUND OR REQUIRING SPECIAL SERVICES	NO BID		\$0.04	\$2,600.00	0.0025	\$162.50
GROUP II TOTAL:				NO BID		\$15,000.00		\$10,912.50
			ALL SHREDDING SERVICES WILL BE PERFORMED AT NO CHARGE					
GRAND TOTAL (GROUP I + GOURP II)				\$611,850.00		\$403,000.00		\$228,162.50

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APPROVED BY: / s/

DATE: 09/10/2012



**CITY OF EL PASO
BID TABULATION FORM**



Bid Opening Date: August 29, 2012

Solicitation #: 2012-317

Project Name: DOCUMENT SCANNING AND SHREDDING SERVICES

Department: GENERAL SERVICES

	IRON MOUNTAIN INFORMATION MANAGEMENT, INC. EL PASO, TX	PERFECT IMAGE, INC. KIRKLAND, WA	PROFESSIONAL DOCUMENT SYSTEMS, INC. EL PASO, TX
<p>OPTION TO PURCHASE ADDITIONAL QUANTITY OF ITEMS THE CITY AT ITS SOLE DISCRETION, MAY EXERCISE ANY OPTION TO PURCHASE AN ADDITIONAL QUANTITY OF ITEMS, BY GIVING THE CONTRACTOR WRITTEN NOTICE WITHIN THE TIME PERIOD NOTED ON THE SELECTED OPTIONS.</p> <p>BIDDER OFFERS THE CITY THE OPTION OF EXTENDING THE TERM OF THE CONTRACT FOR:</p> <p>ONE [1] ADDITIONAL YEAR AT THE SAME UNIT PRICE(S), IF THE OPTION IS EXERCISED PRIOR TO THE EXPIRATION OF THE ORIGINAL TERM OF THE CONTRACT:</p> <p>TWO [2] ADDITIONAL YEARS AT THE SAME UNIT PRICE(S), IF THE OPTION IS EXERCISED PRIOR TO THE EXPIRATION OF THE ORIGINAL TERM OF THE CONTRACT:</p> <p>NO OPTION OFFERED</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
PAYMENT TERMS:	NET - 30 DAYS	1% - 10 DAYS	NET - 30 DAYS
BIDDER AGREES TO ACCEPT PAYMENT BY PROCUREMENT CARD:	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
<p><small>IF BIDDER DOES NOT SPECIFY AN EARLIER DELIVERY, THE CITY'S REQUIRED DELIVERY SHALL PREVAIL. A DELIVERY DATE LATER THAN THE CITY'S REQUIRED DELIVERY MAY BE CAUSE FOR REJECTION OF THE BID.</small></p>			
BIDS SOLICITED: 13	BIDS RECEIVED: 6	BIDS LOCAL: 6	NO BII NO BID: 0

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APPROVED BY: ___/s/___

DATE: ___09/10/2012___

HOV SERVICES
ATTN: BOB RAYNER
2601 E. YANDELL
EL PASO, TX 79903

DATAEXPORT
ATTN: BEATRIZ G. FERNANDEZ
10950 PELLICANO DRIVE SUITE C4
EL PASO, TX 79935

CASO INC.
ATTN: CYNTHIA STANSBERRY
3453 IH 35 N. SUITE 215
SAN ANTONIO, TX 78219

READYONE INDUSTRIES
ATTN: GEORGE BARNETT
1414 ABILITY DRIVE
EL PASO, TX 79936

DATAMARK INC.
BUSINESS DEVELOPMENT DEPT.
ATTN: JERRY R. SARABIA
43 BUTTERFIELD TRAIL
EL PASO, TX 79906

PROFESSIONAL DOCUMENT SYSTEMS
ATTN: MATTHEW BOWMAN
1414 COMMON DRIVE
EL PASO, TX 79936

TELA TECHNOLOGIES
ATTN: JAIME FLORES
1205 W. LOOP NORTH
SUITE 190
HOUSTON, TX 77055

CINTAS DOCUMENT IMAGING
ATTN: JOHN SCHWEPKER
629 LAMBERT POINTE DRIVE
HAZELWOOD, MO 63042

SUPERIOR GLACIER
ATTN: BEN FRIEDMAN
42 BROADWAY, 2ND FLOOR
NEW YORK, NY 10004

THE COMMON SOURCE, LP
ATTN: CHERYL TRABER
14500 NORTH FREEWAY
HOUSTON, TX 77090

IMAGE EXPRESS, INC.
ATTN: RICK PECK
10921 VALLEY VIEW RD.
EDEN PRAIRIE, MN 55344

VIKING DATA SOLUTIONS
ATTN: RAY SANDE
202 WEST SUPERIOR ST., STE 507
DULUTH, MN 55802

PROFESSIONAL DOCUMENT SYSTEM
ATTN: MATT BOWMAN
320 TEXAS AVENUE 3RD FLOOR
EL PASO, TX 79901