

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AUTHORIZING PURSUANT TO SECTION 2-797(4)(b) OF THE CODE OF ORDINANCES THE PURCHASE OF BACK FILE SCANNING SERVICES FROM ADVANCED PROCESSING & IMAGING, INC. (API) IN AN AMOUNT NOT TO EXCEED \$47,726.32; AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT UPON THE ADVICE AND CONSENT OF THE CITY ATTORNEY; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, in preparation for the move into the Josephine Parker City Hall at Historic Glynn R. Archer School, it is necessary to convert a large quantity of paper files which have not reached record retention requirements to electronic records; and

WHEREAS, City staff solicited price quotes from three vendors, and determined that the proposal submitted by API is lowest cost and most responsive to the City's needs; and

WHEREAS, Key West Code of Ordinances section 2-797(4)(b) provides "If in the opinion of the city manager exceptional circumstances exist to exempt a purchase from the competitive bid requirements of this subdivision for the best interests of the city, he shall place a resolution before the city commission for approval of such exemption."; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That the purchase of back file scanning services from Advanced Processing & Imaging, Inc. (API) in an amount not to exceed \$47,726.32, is hereby approved, pursuant to section 2-797(4)(b) of the Code of Ordinances, best interests of the City.

Section 2: That the City Manager is hereby authorized to execute an Agreement with API, upon the advice and consent of the City Attorney.

Section 3: That funds for this scanning project are budgeted in account number 001-1202-512-5200 for FY 15-16.

Section 4: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held
this _____ day of _____, 2016.

Authenticated by the Presiding Officer and Clerk of the
Commission on _____ day of _____, 2016.

Filed with the Clerk on _____, 2016.

Mayor Craig Cates	_____
Commissioner Sam Kaufman	_____
Commissioner Clayton Lopez	_____
Commissioner Richard Payne	_____
Commissioner Margaret Romero	_____
Commissioner Billy Wardlow	_____
Commissioner Jimmy Weekley	_____

CRAIG CATES, MAYOR

ATTEST:

CHERYL SMITH, CITY CLERK