



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: December 4, 2007

TO: Mayor and Councilmembers

FROM: Engineering Division, Public Works Department

SUBJECT: Increase Purchase Order For Questys Solutions

RECOMMENDATION:

That Council approve and authorize the General Services Manager to increase Sole Source Purchase Order No. 377192 to Questys Solutions (Questys) by \$23,594.70, for a total purchase order amount of \$46,994.84.

DISCUSSION:

Public Works staff initiated the electronic scanning and indexing of City maps and drawing sheets to address the lack of storage space and difficulty retrieving information. An influx of recently completed Capital Project drawings filled the Map Vault to the point that there was no room for newly-completed project drawings (i.e. Sheffield Reservoir and Granada Garage Record Drawings).

Therefore, a Sole Source Purchase Order for \$23,400.14 was issued to Questys on June 12, 2007, for large document scanning and indexing services for the Public Works Engineering Division's Map Archiving Project. Questys was chosen due to cost, ease of integration with the City's current database system, and experience. As you know, Council approved this proprietary software in 2001 for electronic records management in the City Clerk's office. This database system is currently responsible for managing Legistream and Workstream documents as well as other document control in the Public Works Department. Additionally, no special software tools were needed to translate information from another scanning service to the City's existing Questys database system.

REVIEWED BY: _____ Finance _____ Attorney

Agenda Item No. _____

Scanning has allowed staff to store the digital information on the City's computer network, making retrieval of map and drawing information easier and more reliable. Since maps and drawings can be accessed via computer and will seldom be reviewed in hard copy format, they can be archived in space-efficient file storage systems.

At the time of the initial purchase order, it was unknown how many drawing sheets would have to actually be scanned. However, it was clear that there were tens of thousands of sheets, but it would be inefficient to count them in their entirety for a cost estimate. After completing a portion of the scanning work, staff has been able to conduct a more thorough inventory of vault contents and determine that there are an additional 14,695 drawing sheets to scan. In addition, the Water Resources Division has recognized the benefit of electronically scanning documents and asked to have some work covered under this purchase order, which allows for efficient use of staff time and City funds.

Once completed, documents from the Map Vault will be digital and include drawings from the Water Resources Division. The Purchase Order amount will need to be increased by \$23,594.70 to cover the scanning costs of these additional drawings.

BUDGET/FINANCIAL INFORMATION

There are sufficient funds in the Public Works General Operations, Water, and Wastewater budgets to cover the cost of services. Having the drawings electronically available will improve customer service and allow more efficient use of existing building space.

SUSTAINABILITY IMPACT

Staff anticipates a significant reduction in the need to copy drawings because drawings will be digitally accessible, thereby saving paper and staff time.

PREPARED BY: Pat Kelly, Assistant Public Works Director/City Engineer/LA/sk

SUBMITTED BY: Paul Casey, Acting Public Works Director

APPROVED BY: City Administrator's Office