



# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

ITEM DATE: October 25, 2022	ITEM TIME:

FROM:	J. Kennedy/T. Carr
TODAY'S DATE:	October 7, 2022
AGENDA TITLE:	ArcaSearch LLC Building Department Historical Permit Files Digital Preservation Project Sole Source Approval

<b>CHECK ONE THAT APPLIES TO YOUR ITEM:</b>
<input checked="" type="checkbox"/> ACTION ITEM
<input type="checkbox"/> DIRECTION
<input type="checkbox"/> INFORMATION

**I. DESCRIBE THE REQUEST OR ISSUE:**

Request the Board of County Commissioners Chair to sign the Professional Services Agreement and authorize the County Manager to electronically sign the Purchase Order to ArcaSearch LLC in the amount of \$368,645 for the County Building Department Historical Permit Files Digital Preservation Project Sole Source Approval.

**II. RECOMMENDED ACTION (motion):**

Motion by the Board of County Commissioners for the Chair to sign the Professional Services Agreement and authorize the County Manager to electronically sign the Purchase Order to ArcaSearch LLC in the amount of \$368,645 for the County Building Department Historical Permit Files Digital Preservation Project Sole Source Approval.

**III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):**

PROPOSED REVENUE (if applicable):
CURRENT BUDGETED AMOUNT: \$500,000
PROPOSED EXPENDITURE: \$368,645
FUNDING SOURCE: Building Department Permit/Plan Review Fee Revenue: Reserves Account
SUPPLEMENTAL BUDGET NEEDED: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

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**IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):**

None



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### V. BACKGROUND INFORMATION:

The Routt County Building Department has received a quote from ArcaSearch LLC for digitization of Routt County Historical Records; this project will be for the Digital Preservation and indexing of Historical Permit and Certificate of Occupancy Records and for adding them to the County Searchable Archive that ArcaSearch will set up in 2023. This database will improve both County employee efficiency in locating documents, but will also be available to the public.

After researching firms or consultants that perform this work, it was determined in 2019 that ArcaSearch LLC has the sole technical capabilities to initiate the search engine requirement, as well as they perform the digitization on-site which best for protecting our historical records throughout the process. We are requesting the sole source award to maintain the consistency and level of expertise provided by ArcaSearch for the addition of the Building Department Historical Permit Records.

This purchase adheres to the purchasing policy and procedure as cited in the Routt County Purchasing manual 6<sup>th</sup> Edition, Section 3.3 "Waiver of the Formal Purchasing Process" as to the following criteria:

- Waiver of the competitive process is found to be in the best interests of the County and its citizens.

### VI. LEGAL ISSUES:

None

### VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None

### VIII. SUMMARY AND OTHER OPTIONS:

Request the Board of County Commissioners Chair to sign the Professional Services Agreement and authorize the County Manager to electronically sign the Purchase Order to ArcaSearch LLC in the amount of \$368,645 for the County Building Department Historical Permit Files Digital Preservation Project Sole Source Approval.

### IX. LIST OF ATTACHMENTS:

ArcaSearch PSA Exhibit A (SOW and Proposal)