



Fulton County Board of Commissioners
Agenda Item Summary

18-0946

BOC Meeting Date

12-19-18

Requesting Agency

Finance

Commission Districts Affected

All Districts

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Request approval of lowest responsible bidder - Department of Finance, 18ITB15079C-GS, Scanning Finance Department Records in the amount of \$49,900.00 with Starpoint Global Services, (Siler City, NC) to provide electronic scanning of Finance Department files and records. Effective upon execution of contract through December 31, 2018, with three renewal options.

Requirement for Board Action *(Cite specific Board policy, statute or code requirement)*

In accordance with Purchasing Code Section 102-373, all competitive sealed bids of more than \$49,999.99 shall be forwarded to the Board of Commissioners for approval.

Is this Item related to a Strategic Priority Area? *(If yes, note strategic priority area below)*

Yes All People trust government is efficient, effective, and fiscally sound

Is this a purchasing item?

Yes

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

Scope of Work: Total departmental records to be scanned may vary but are not to exceed an amount of 1,000,000 images. In addition to scanning images, professional services of formatting, indexing and uploading of documents are required to either the Electronic Content Management software identified or an external storage medium.

Community Impact: This service will allow for increased storage and efficient retrieval of documents.

Department Recommendation: The Finance Department recommends approval of the contract to scan departmental records.

Project Implications: This contract requires additional time and resources to prepare, image and upload documents normally organized and filed manually by divisions of the department. These documents are often sent and retrieved continuously from the Records Center due to departmental on site storage constraints. Obtaining an electronic version of a mandated record will allow Finance access to records spanning a greater time frame.

Community Issues/Concerns: None that the Department is aware of.

Department Issues/Concerns: If this recommendation for award is not approved, the Department will continue to file and store records manually and will encounter an increased time in records

Agency Director Approval		County Manager's Approval
Typed Name and Title Felicia Strong-Whitaker, Director	Phone (404) 612-5800	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

retrieval for requests.

History of BOC Agenda Item: This is a new procurement.

Contract & Compliance Information *(Provide Contractor and Subcontractor details.)*

Contract Value: \$49,900.00
Prime Vendor: **Starpoint Global Services**
Prime Status: **Non-Minority**
Location: Siler City, NC
County: Chatham County
Prime Value: \$49,900.00 or 100.00%

Total Contract Value: **\$49,900.00 or 100.00%**
Total M/FBE Value: **\$-0-**

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:	5	2	6	13
No. Bids Received:	3	1	2	6
Total Contract Value \$49,900.00 or 100.00%				
Total M/FBE Values \$-0-				
Total Prime Value \$49,900.00 or 100.00%				
Fiscal Impact / Funding Source <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i> 100-210-2102-1160: General, Finance Department, Professional Services - \$25,000 100-210-2104-1160: General, Finance Department, Professional Services - \$24,900				
Exhibits Attached <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i> Exhibit 1: Bid Tabulation Sheet Exhibit 2: Contractor's Performance Report				
Source of Additional Information <i>(Type Name, Title, Agency and Phone)</i> Hakeem Oshikoya, Director of Finance Department, (404) 612-7600				

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Typed Name and Title Felicia Strong-Whitaker, Director	Phone (404) 612-5800	
Signature	Date	

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Procurement			
Contract Attached: .No		Previous Contracts: .Yes	
Solicitation Number: .18ITB115972C-GS	Submitting Agency: .Finance Department	Staff Contact: .Sabrinna McTier	Contact Phone: (404) 612-7600.
Description: Approval of lowest bidder to provide scanning Finance Department records.			
FINANCIAL SUMMARY			
Total Contract Value:		MBE/FBE Participation:	
Original Approved Amount: .		Amount: . %: .	
Previous Adjustments: .		Amount: . %: .	
This Request: \$49,900.00		Amount: . \$-0- .	
TOTAL: \$49,900.00		Amount: . %: .	
Grant Information Summary:			
Amount Requested: .		<input type="checkbox"/> Cash	
Match Required: .		<input type="checkbox"/> In-Kind	
Start Date: .		<input type="checkbox"/> Approval to Award	
End Date: .		<input type="checkbox"/> Apply & Accept	
Match Account \$: .			
Funding Line 1: 100-210-2102-1160 \$25,000	Funding Line 2: 100-210-2104-1160 \$24,900	Funding Line 3: .	Funding Line 4: .
KEY CONTRACT TERMS			
Start Date: 11/14/2018		End Date: 12/31/2018	
Cost Adjustment: .		Renewal/Extension Terms: Three renewal options	
ROUTING & APPROVALS (Do not edit below this line)			
X	Originating Department:	Oshikoya, Hakeem	Date: 11/7/2018
X	County Attorney:	Ringer, Cheryl	Date: 11/28/2018
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 11/28/2018
X	Finance/Budget Analyst/Grants Admin:	Jones, Monica	Date: 11/8/2018
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 11/29/2018



Department of Purchasing & Contract Compliance

BID TABULATION SHEET SCANNING FINANCE DEPARTMENT RECORDS

PROJECT NUMBER: 18ITB115972C-GS

DATE: October 24, 2018

TOTAL NUMBER OF BIDDERS: 6

Gertis Strozier, APA

* CONTRACTOR'S NAME	BID BOND YES/NO	TOTAL BASE BID AMOUNT	EVERIFY
PATTERSON-POPE (FILESOLV)	N/A	\$177,018.60	284490
AMERICAN DOCUMENT SECURITIES	N/A	\$142,439.17	129997
THE DRS IMAGING SERVICES, LLC	N/A	\$77,000.00	567232
ADVANCED DATA SOLUTIONS	N/A	\$62,890.00	473397
DOCULYNX	N/A	\$52,000.00	766519
STARPOINT, INC. (dba) STARPOINT GLOBAL SERVICES	N/A	\$49,900.00	1166374

*INDICATES BUSINESS IS LOCATED IN FULTON COUNTY

THE RESULTS RECEIVED IN RESPONSE TO THIS SOLICITATION DOES NOT REFLECT AWARD OF THIS CONTRACT. RESPONSES WILL BE FURTHER EVALUATED BY FULTON COUNTY REPRESENTATIVES.

CONTRACTORS PERFORMANCE REPORT
PROFESSIONAL SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
9/22/2017	12/22/2017		
PO Number			PO Date
PO-210-092017-256			
Department	Finance		
Item Number	18ITB15079C-GS		
Service Commodity	Professional Services		
Contractor	Starpoint Global Services		

= Unsatisfactory	<i>Achieves contract requirements less than 50% of the time, not responsive, effective and/or efficient, unacceptable delay, incompetence, high degree of customer dissatisfaction.</i>
= Poor	<i>Achieves contract requirements 70% of the time. Marginally responsive, effective and/or efficient; delays require significant adjustments to programs; key employees marginally capable; customers somewhat satisfied.</i>
= Satisfactory	<i>Achieves contract requirements 80% of the time; generally responsive, effective and/or efficient; delays are excusable and/or results in minor programs adjustments; employees are capable and satisfactorily providing service without intervention; customers indicate satisfaction.</i>
= Good	<i>Achieves contract requirements 90% of the time. Usually responsive; effective and/or efficient; delays have not impact on programs/mission; key employees are highly competent and seldom require guidance; customers are highly satisfied.</i>
= Excellent	<i>Achieves contract requirements 100% of the time. Immediately responsive; highly efficient and/or effective; no delays; key employees are experts and require minimal directions; customers expectations are exceeded.</i>

Quality of Goods/Services (-Specification Compliance - Technical Excellence - Reports/Administration - Personnel Qualification)

0 Comments:

1 Documents scanned according to specifications with zero technical issues

2

3

4

Timeliness of Performance (-Were Milestones Met Per Contract - Response Time (per agreement, if applicable) - Responsiveness to Direction/Change - On Time Completion Per Contract)

0 Comments:

1 Project completed on time and vendor was very responsive to project progression.

2

3

4

Business Relations (-Responsiveness to Inquiries - Prompt Problem Notifications)

0 Comments:

1

18-0946

Customer Satisfaction (-Met User Quality Expectations - Met Specification - Within Budget - Proper Invoicing - No Substitutions)

Comments:

- 0
- 1
- 2
- 3
- 4

Met expectations within budget

Contractors Key Personnel (-Credentials/Experience Appropriate - Effective Supervision/Management - Available as Needed)

Comments:

- 0
- 1
- 2
- 3
- 4

Overall Performance Rating:

4.0

Would you select/recommend this vendor again?
(Check box for Yes. Leave Blank for No)

Yes No

Rating completed by:

Sabrina.McTier

Department Head Name

Department Head Signature

Date

HAKHEEM OSHIKOYA



11/8/2018