



Legislation Text

File #: ID#17-3382, **Version:** 1

SUBJECT/RECOMMENDATION:

Ratify and confirm an increase to the original contract (purchase order) ST113251 to Municipal Code Corporation, Inc., Tallahassee, FL in the amount of \$95,423.30 for a revised authorization of \$113,621.20 for software upgrades, maintenance fees and professional services of the City's document imaging system, and authorize the appropriate officials to execute same.

SUMMARY:

The original purchase order in the amount of \$18,197.90 for annual maintenance of the City's Laserfiche Document Management System, was approved in October 2016. In December 2016, a quote was received for licensing, maintenance and professional services associated with upgrading Laserfiche to the current release and add a forms routing function in the amount of \$86,748.45.

The project quote included \$33,853.45 for the maintenance, and was not included in the calculation for appropriate signature authority, under the assumption that a portion of the maintenance had already been paid for the current period (i.e., \$18,197.90 paid in October 2016).

This revision takes into account the current maintenance paid, as well as the maintenance to be paid in October of 2017, and professional services associated with the system upgrade.

The revised authorization amount will provide funds for this year's maintenance (\$18,197.90), maintenance to be paid in October 2017 (\$33,853.45) and all licensing and professional services expenses necessary for upgrades to the system (\$61,569.85) to be performed over the next 4 months.

APPROPRIATION CODE AND AMOUNT:

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| 09864-530300 | \$72,598.30 |
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| 09862-530100 | \$22,825.00 |
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USE OF RESERVE FUNDS:

N/A