



**AGENDA ITEM # 10A**

**AGENDA ITEM EXECUTIVE SUMMARY  
Village Board Meeting  
February 22, 2021**

**Item Title:** Document Scanning

**Staff Contact:** Jason M. Bielawski, Assistant Village Administrator

**VILLAGE BOARD ACTION**

**Provide direction to staff on authorizing Microsystems Inc to provide additional document scanning in an amount not to exceed \$27,000.**

**Executive Summary:**

At the September 28, 2020 Village Board meeting, the Board approved a document scanning project with Microsystems, Inc. in an amount not to exceed \$54,000 to digitize Public Works and Community Development paper files. Staff had received a determination from DuPage County that the project was reimbursable for CARES funding as the project supports employees working from home, remotely in the field, and minimizes the need for both the public and employees to visit different Village buildings.

The initial proposal was an estimate based upon an audit of existing paper files within the Public Works and Community Development Departments with the Village being invoiced for actual hours spent working on the project. To date, the vendor has invoiced the Village for about \$50,000 of work that includes 1,209 hours spent preparing and scanning approximately 320,000 individual documents into a digital format. Documents have been delivered on thumb drives and uploaded into MUNIS. Other documents will be uploaded onto the Village's network and into its document management system, Papervision. As a result of the vendor under-estimating the initial scope of work as well as staff identifying additional documents that required scanning, an additional \$27,000 is required to complete all of the work. In discussions with the vendor, staff was able to negotiate a \$10,000 credit towards the entire project. Below is a breakdown of the project costs:

Original Not to Exceed:	\$54,000.00
Total Work Completed:	\$56,891.56
Negotiated Credit:	<u>(\$7,000.00)</u>
Remaining Balance:	\$4,108.44

Total Work Remaining:	\$33,350.00
Remaining Balance:	(\$4,108.44)
Negotiated Credit:	<u>(\$3,000.00)</u>

Additional Work: \$26,391.56

**Implications:**

**Is this item budgeted?** No, however, this is a one-time cost and is CARES reimbursable should the Federal government allocate additional funding as part of a relief/stimulus bill.

**Any other implications to be considered?** n/a

**Attachments:**