

**CITY OF LA VISTA  
MAYOR AND CITY COUNCIL REPORT  
AUGUST 21, 2018 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
PURCHASE - RECORDS MANAGEMENT SYSTEM	◆ RESOLUTION ORDINANCE RECEIVE/FILE	PAM BUETHE CITY CLERK

**SYNOPSIS**

A resolution has been prepared to approve the purchase and implementation of a records management system from Microfilm Imaging Systems, Inc., Omaha Nebraska, in an amount not to exceed \$15,545.00.

**FISCAL IMPACT**

The FY17/18 Biennial Budget provides funding for the proposed purchase.

**RECOMMENDATION**

Approval

**BACKGROUND**

The Records Management Committee was reestablished in May of 2018. The goal of the Committee was to find a solution to aid in the creation of a records management system that would organize records and digitize records for easier retrieval, preservation and disaster preparedness.

The Committee held its first meeting on June 12, 2018 to review priority areas for records management, possible ad-on solutions, what solutions other cities are using for records management and ECM, and to request demonstrations.

The Committee selected three solutions for demonstrations: Laserfiche, OnBase by Hyland, and iCompass Technologies. Each solution provided a web-based demonstration/presentation for the Committee. IT staff from Sarpy County attended the three demonstrations also. Following each demo, the Committee assessed the pros and cons of the solution presented.

The Committee was provided quotes from the three resellers that were involved in the product demonstrations. Members of the Committee reviewed the quotes and determined, based on the City's Purchasing policy, the City would not need to complete a request for proposals.

Based on the demonstrations, the solution capabilities in relation to our project scope, and the opportunity for future project expansion, the Committee selected to move forward with Laserfiche.

It was determined that there are two authorized Laserfiche resellers in the Omaha area. Quotes were received from Bishop Business and Microfilm Imaging Systems, Inc. (MIS). After further investigation into the product capabilities, committee members worked with the two resellers for quotes on the products needed.

MIS provided the lowest most responsible quote for the records management system purchase.

Bishop Business Equipment	\$ 18,600.00
Microfilm Imaging Systems, Inc. (MIS)	\$ 15,545.00

Other equipment that will need to be purchased by the City for the records management system will be a Microsoft SQL server and 2 more desktop scanners.

**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, APPROVING THE PURCHASE AND IMPLEMENTATION OF A RECORDS MANAGEMENT SYSTEM FROM MICROFILM IMAGING SYSTEMS, INC., OMAHA NEBRASKA IN AN AMOUNT NOT TO EXCEED \$15,545.00.

WHEREAS, the City Council of the City of La Vista has determined that the purchase of records management system is necessary; and

WHEREAS, the FY17/18 Biennial Budget provides funding for the proposed purchase; and

WHEREAS, Quotes were obtained with Microfilm Imaging Systems, Inc. having the lowest most responsible quote.

WHEREAS, Subsection (C) (9) of Section 31.23 of the La Vista Municipal Code requires that the city administrator secure Council approval prior to authorizing any purchase over \$5,000.00.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of the City of La Vista, Nebraska, do hereby approve the purchase and implementation of a Records Management System from Microfilm Imaging Systems, Inc., Omaha Nebraska in an amount not to exceed \$15,545.00.

PASSED AND APPROVED THIS 21ST DAY OF AUGUST, 2018.

CITY OF LA VISTA

\_\_\_\_\_  
Douglas Kindig, Mayor

ATTEST:

\_\_\_\_\_  
Pamela A. Buethe, CMC  
City Clerk

## Laserfiche Vendor Pricing Comparison

Product	Bishop Business	Microfilm Imaging Systems
Avante MS SQL with Workflow	\$ 6,000.00	\$ 5,400.00
<b>User Licenses</b>		
Full Named User / Each	\$ 720.00	\$ 615.00
Full Name User(s) / 15 Total	\$ 10,800.00	\$ 9,225.00
<b>Install/Train/Configure</b>		
Hourly Rate	\$ 150.00	\$ 75.00
12 Hour Estimate - MIS*	\$ 1,800.00	\$ 920.00
Total Quote w/o Training Estimate	\$ 16,800.00	\$ 14,625.00
<b>Total Quote w/Training Estimate</b>	<b>\$ 18,600.00</b>	<b>\$ 15,545.00</b>
<b>LSAP Fees</b>		
Year Two	\$ 2,800.00	\$ 2,800.00
LSAP Includes 3rd Party Assistance	No	Yes

\*The quote from MIS included a lump sum for 12 hours of Installation and Training. Using Bishop's known hourly rate, the cost for 12 hours of installation/training/configuration was extrapolated.



# QUOTE

## Microfilm Imaging Systems, Inc.

"Focusing with the Customer"

2530 Harney St, Omaha, NE 68131  
Phone 402-346-7211 Fax 402-346-6643  
jeremy@microfilmimaging.com

QUOTE # 6084  
DATE: AUGUST 7, 2018

EXPIRATION DATE 9/18/2018

TO City of La Vista  
8116 Park View Blvd.  
La Vista, NE 68128  
402-331-4343

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Jeremy		Invoice	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	<b>First Year of LSAP included</b>		
1	Laserfiche Avante <i>MS SQL</i> with Workflow	\$5400.00	\$5400.00
15	Laserfiche Named Full User (multiple buy discounted)	\$615.00	\$9225.00
			\$14,625.00
12hr	Training and Install	\$920.00	\$920.00
1	Second Year LSAP Fee total for Server and Users	\$2800.00	
	<b>Does Not Include Sales Tax</b>		
SUBTOTAL			\$14,625.00
INSTALL & TRAINING			\$920.00
TOTAL			\$15,545.00

Quotation prepared by:

This is a quotation on the goods named, subject to the conditions noted below: (Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.)

To accept this quotation, sign here and return: \_\_\_\_\_

**THANK YOU FOR YOUR BUSINESS!**

City of LaVista

Laserfiche Document Management Software

Budget Pricing for Discussion Only - Avante Full SQL 15 User System

08.03.18

LASERFICHE Avante Software for 15 USERS

Laserfiche Avante Full SQL

Software Configuration		Unit Price	Extended Price	LSAP Unit Price	Extended Support	Implementation Budget	Total
1	Laserfiche Avante Server Software for MS SQL Express with Workflow	\$ 6,000	\$ 6,000	\$ 1,000	\$ 1,000	TBD	\$ 7,000
15	Full Named User Licenses for LaserficheAvante Software	\$ 720	\$ 10,800	\$ 120	\$ 1,800	TBD	\$ 12,600
Software installation and configuration						TBD	TBD
Total			\$ 16,800		\$ 2,800	\$ -	\$ 19,600

Annual LSAP Charges (commence after year 1) - \$2,800

Professional Services

Professional Services for installing software and developing and implementing Laserfiche templates, applications, business processes, workflows, integrations, etc. (software customization) are billed at the rate of \$150.00 per hour. Bishops consultants work with your team to determine design. A Scope of Work (SOW) detailing the tasks for each process along with an estimated number of hours will be put together and agreed on prior to commencing work. Professional Services billing will be at the completion of the project and billed for only the hours used. If there are changes or unknown factors that arise during the project dictating an increase in hours Bishops will work with you to amend the SOW upon agreement of both parties.

Notes

1 This pricing is for software only. To be installed on City of LaVista server or in the cloud.

2 The above pricing does not include sales tax.

3 Annual maintenance charges may increase as software is added.