



AGENDA MEMORANDUM

Action Item for the City Council Meeting June 28, 2022

DATE: June 28, 2022

TO: Peter Zanoni, City Manager

FROM: Gabriel Ramirez, Interim Director of Corpus Christi Water
GabrielR@cctexas.com
(361) 826-1202

Peter Collins, Director of Information Technology
PeterC@cctexas.com
(361) 826-3735

Josh Chronley, Assistant Director of Finance - Procurement
JoshC2@cctexas.com
(361) 826-3169

<p style="text-align: center;">Laserfiche Imaging of Corpus Christi Water Documents</p>
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CAPTION:

Motion authorizing a service agreement with MCCi LLC, of Tallahassee, Florida in an amount not to exceed \$91,582.05 through the BuyBoard cooperative, for historical document imaging of water and wastewater service records and wastewater treatment plant and lift station documents with, FY 2022 funding from the Water and Wastewater Funds.

SUMMARY:

This motion authorizes a service agreement with MCCi, for document imaging of historical water and wastewater service records, documents pertaining to water conservation, aquifer storage and recovery conservation district, wastewater treatment plant and lift station records.

BACKGROUND AND FINDINGS:

Water and wastewater line tap information from the 1950's is contained on index cards. They are referenced when maintenance or repair work is needed and contain size and location of the tap.

Historical documents pertaining to water conservation, aquifer storage and recovery conservation district records are maintained in binders. Similarly, wastewater lift station records containing as-built diagrams, pump and motor details are also maintained in binders. These are used by City staff and consultants when major projects are initiated.

Because of the aging condition of these important documents, it is necessary to digitize and preserve this historical information.

PROCUREMENT DETAIL:

This procurement is being facilitated through the BuyBoard Cooperative. Contracts awarded through the BuyBoard Cooperative have been competitively procured in compliance with Texas Local and State procurement requirements. The discount on this BuyBoard Cooperative for this service is 5% which is a savings of \$4,579.10.

ALTERNATIVES:

An alternative is to not digitize these documents but continue to use them as they are currently being used.

FISCAL IMPACT:

The fiscal impact for Utilities Department in FY 2022 is \$ 91,582.05

FUNDING DETAIL:

Fund:	4010 Water
Organization/Activity:	30000 Water Administration
Mission Element:	041
Project # (CIP Only):	N/A
Account:	530000 Professional service, \$ 79,737.00

Fund:	4200 Wastewater
Organization/Activity:	33000 Wastewater Administration
Mission Element:	064
Project # (CIP Only):	N/A
Account:	530000 Professional Service, \$ 11,845.05

RECOMMENDATION:

Staff recommends approval of this motion authorizing a service agreement with MCCi for document imaging as presented.

LIST OF SUPPORTING DOCUMENTS:

Service Agreement
Price Sheet