



Title: Authorization to Contract with Metro Sales for Document Scanning Services

Resolution number: 23-046

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Reviewed by: Name/Title: James Wisker, District Administrator

Recommended action: Authorize the Administrator to Contract with Metro Sales for Document Scanning Services

Budget considerations: Fund name and code: Operations Contracted Services 1-1002-4320
Fund budget: \$75,000
Expenditures to date: through July \$15,801
Requested amount of funding: \$34,000

Past Board action: None

Summary:

MCWD's legal counsel, Smith Partners PLLP, is in possession of approximately 160 boxes of legal and related files dating to the establishment of the District in 1967. These files are important to the District for historical records purposes and in accordance with retention guidelines must be maintained. For preservation purposes, as well as enabling searchable archives, staff is recommending moving these documents from paper to an electronic format.

Staff have assessed options for the most cost effective and efficient way in which to process these paper documents to an electronic format, including using outsourced scanning services, using a temporary staffing agency or to hire an individual on a short-term basis to complete the scanning on premise.

Staff obtained three quotes for outsourced scanning and one quote from a temporary agency, used previously by the District.

Based on cost and efficiency staff is recommending the outsourced scanning option with Metro Sales, for a cost not to exceed \$34,000 as the most efficient and cost effective option.



RESOLUTION

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WHEREAS Smith Partners PLLP is in possession of 160 boxes of legal and related MCWD files dating to the establishment of the District in 1967;

WHEREAS These files are important to the MCWD for historical records purposes, and in accordance with retention guidelines must be maintained;

WHEREAS For preservation and searchable archive purposes staff recommends moving these documents from paper to an electronic format;

WHEREAS Staff have obtained quotes for scanning and electronically organizing these files in an accessible format, from three outsourced scanning services companies, a temporary staffing agency as well as to hire an individual on a short-term basis to complete the work on premises; and

WHEREAS Metro Sales was found to be the most cost effective option.

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers hereby authorizes the District Administrator to execute a contract with Metro Sales, in an amount not to exceed \$34,000 subject to nonsubstantative changes on advice of legal counsel.

Resolution Number 23- 046 was moved by Manager _____, seconded by Manager _____. Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. 8/24/23.

Secretary Date: _____