



COMMISSIONERS COURT  
COMMUNICATION

REFERENCE NUMBER \_\_\_\_\_

PAGE 1 OF 5

DATE: 08/15/2023

SUBJECT: **RFP NO. 2023-157 - ANNUAL CONTRACT FOR LARGE FORMAT OVERHEAD SCANNER - OFFICE OF HISTORIC PRESERVATION AND ARCHIVES - IIMAGE RETRIEVAL, INC. - PER CONTRACT TERMS**

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court award RFP No. 2023-157, Annual Contract for Large Format Overhead Scanner, for the Office of Historic Preservation and Archives, to IImage Retrieval, Inc. at the per contract terms.

**BACKGROUND**

Notice of the County's intent to bid was advertised in local newspapers, as required by State statute, and posted on the Internet, the Arlington Black Chamber of Commerce, the Fort Worth Hispanic Chamber of Commerce, the Fort Worth Metropolitan Black Chamber of Commerce, and the Tarrant County Asian American Chamber of Commerce. Two hundred forty-two (242) vendors were contacted and requested to participate in this proposal process. All documents pertaining to this RFP were posted on the Tarrant County website and were downloaded by interested bidders. A pre-proposal conference held on May 31, 2023 was attended by two (2) vendors as well as representatives from the Office of Historic Preservation and Archives and Purchasing. Three (3) proposals were received.

Proposals were evaluated by the Office of Historic Preservation and Archives and Purchasing representatives. Evaluations were based upon the criteria and processes set forth in the RFP.

A Best and Final Offer was requested from the highest scoring vendor, which resulted in no reduction in total price. The proposal received from IImage Retrieval, Inc. meets all specifications and is acceptable to the Office of Historic Preservation and Archives.

The overhead scanner is used to scan books, periodicals, fragile documents, and larger objects. Patrons can scan to email or a USB device. The Office of Historic Preservation and Archives provides scans of collection materials upon patron request. The scanner increases efficiency of scanning oversized materials, where time is saved in the scanning process as well as in the file editing process, including automatic generation of metadata and creation of derivatives. Care of oversized and delicate materials will be greatly increased by avoiding scanning oversized items on small scanners which can result in the folding of materials, or damage of delicate materials that cannot be placed face down or sustain pressure.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Wanyu Chen Chris Lax, CPSM, CPSD, CPCP
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The term of the contract is twelve (12) months, effective August 15, 2023, with two (2) options for renewal periods of twelve (12) months each.

Therefore, it is the joint recommendation of the Office of Historic Preservation and Archives and Purchasing that RFP No. 2023-157, Annual Contract for Large Format Overhead Scanner, be awarded to IImage Retrieval, Inc. at the per contract terms.

## **FISCAL IMPACT**

Funding in the amount of \$136,770.00 is available in account 540000/45100- 2023/5910200000.