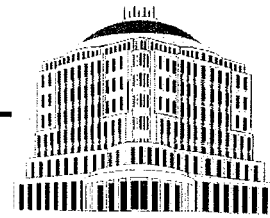




# CITY OF ORLANDO



## MEMORANDUM

**TO:** Tisa Mitchell, Fiscal Manager  
Economic Development Department

**FROM:** Karen Elzy, C.P.M., A.P.P., Senior Purchasing Agent  
Procurement and Contracts

**SUBJECT:** Bid Evaluation / Recommendation of Award

**DATE:** July 25, 2014

**Bid Title / Number:** IFB14-0296, Document Scanning and Imaging Services

The bids for the subject solicitation were opened on July 3, 2014. Procurement and Contracts has reviewed and evaluated the bid submittals. Please see the attached bid tabulation sheet, as well as copies of the bid responses. The recommendation of award is as follows:

1-3	Total Document Solutions, Inc. (Primary)	\$121,375.00
1-3	Advanced Data Solutions, Inc. (Secondary)	\$128,750.00

Please sign below to acknowledge your concurrence with this recommendation of award and forward a Fiscal Impact Statement (in Word format)\*, if required, to the assigned Purchasing Agent, no later than Friday, July 25, 2014. The Purchasing Agent will prepare the Council Agenda for award approval and the timely commencement of the Contract(s).

\*A Fiscal Impact Statement, if the total amount of award is over \$50,000.00, must be returned to the assigned Purchasing Agent and include, as applicable: cite funding source; original approval date and contract amount, Documentary Number, cumulative change orders; recurring costs (e.g., operating & maintenance); allocation of any generated revenues; etc.

Dwade Barnett 7/25/14  
 Authorized Signature Date  
Economic Development Department  
 Department Division

By signing above, we concur with the recommendation of award, as the proposed awardee(s) meet the requirements and specifications of the Invitation to Bid. In accordance with Section 7.301 – Chapter 7 City Code, consideration has been given to responsiveness, quality, delivery terms, and references of the vendor.