



**North Bay Village
Recommendation Memorandum**

ITEM NO. 11.B

**NORTH BAY VILLAGE
EST. 1945**

DATE: February 13, 2024
TO: Honorable Mayor, Vice Mayor and Members of the Village Commission
FROM: Alba L. Chang, Village Clerk
SPONSORED BY:
SUBJECT: A Resolution Approving a Proposal from CAP Government, Inc. for Customized Document Scanning Services in an Amount Not to Exceed Budgeted Funds - Village Clerk Alba L. Chang, CMC

RECOMMENDATION

A RESOLUTION OF THE MAYOR AND COMMISSION OF NORTH BAY VILLAGE, FLORIDA, AUTHORIZING THE ISSUANCE OF A WORK ORDER TO C.A.P. GOVERNMENT, INC. FOR DOCUMENT SCANNING SERVICES TO DIGITIZE BUILDING DEPARTMENT FILES IN AN AMOUNT NOT TO EXCEED BUDGETED FUNDS; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

It is recommended that the Village Commission approve the proposal from CAP Government Inc. for document scanning services.

BACKGROUND AND ANALYSIS

The proposed request is for the Village Commission to consider and approve a proposal from C.A.P. Government for document scanning services. The current proposal would allow the Village Manager to engage the consultant under the existing Professional Service Agreement dated October 14, 2021.

Consistent with records management best practices, the Village's objective is to pursue improved accessibility, and streamline workflows by transitioning from physical copies to digital records. Records conversion provides several benefits by preserving important documents (paper documents age and degrade over time), cost and storage savings, and increased accessibility to records located within the Laserfiche Cloud Portal.

The primary goal of the project is to digitize all the existing building department files, including

the large site plans, by utilizing our Cloud Laserfiche software. To ensure a smooth process and minimize any disruptions to the department's daily operations as well as the community's requests, we have developed a strategy to divide the work into manageable phases. This phased approach will allow for efficient processing while keeping the impact on both the department and the community to a minimum.

Based on the thorough evaluation of the proposal, it is recommended that the Village Commission approve the proposed proposal from C.A.P. Government document scanning services in an amount not to exceed \$10,000 for this fiscal year and an amount not to exceed budgeted funds for future fiscal years. This will enable us to overcome the challenges of physical document management, enhance efficiency, and drive cost savings in the long run. By embracing digitization, the Village will continue to enhance our community services by streamlining services with greater accessibility with modern technology.

Approval of the item will promote the Pillar of Efficiency.

Efficiency

North Bay Village seeks to minimize the wasting of materials, energy, effort, money, and time in doing something or in producing a desired result.

BUDGETARY/FINANCIAL IMPACT (Finance Dept.)

Building Fund - Professional Services (GL 111.25.5242.3160) - \$10,000 has been budgeted for the 2023-2024 FY

PERSONNEL IMPACT

None

ATTACHMENTS

[Resolution -CAP Government - Document Scanning Services.DOCX](#)

[Exhibit A - CAP Government Scanning Proposal.pdf](#)

January 25, 2024



Mr. Ralph Rosado, PhD, AICP
Village Manager
North Bay Village
1666 Kennedy Causeway, 3rd Floor
North Bay Village, FL 33141

Re: Customized Document Scanning for North Bay Village

Dear Mr. Rosado:

We appreciate the opportunity extended to C.A.P. Government, Inc. (CAP) by requesting the submittal of this proposal for the professional services referenced above. We propose to provide the North Bay Village (Village) our services through our professional consultants Agreement to provide Customized Document Scanning Solutions.

Scope of Services

- Our vendor will pick up the plans and permit files from the Village in numbered Boxes.
- We will scan in Color or in Black and White, as requested by the Village.
- Capture coding fields (Property Address, Property Name, Bldg. Doc Description, Doc Type)
- Optical Character Recognition (OCR) images (images will contain searchable text)
- Upload scans to the Village's current Laserfiche account.
- Shred all scanned documents once data is verified, if needed.

File Name	Description	File Format	DPI
Permit# Plans Permit# Shop Drawings	Plans Shop Drawings	Multipage TIFF/PDF	600
Permit# Cost Estimate	Cost Estimate Appraisal	Multipage TIFF/PDF	600
Permit# Elevation Certificate	Elevation Certificate	Multipage TIFF/PDF	600
Permit# Flood Certificate	Flood Proofing Certificate	Multipage TIFF/PDF	600
Permit# Calculations	Structural Calculations	Multipage TIFF/PDF	600
Permit# NOA	Notice of Acceptance	Multipage TIFF/PDF	600
Permit# Special Inspection	Special Inspection Form	Multipage TIFF/PDF	600

****Above format may be customized, as needed.***

Cost Proposal Preliminary Drawings and Documents

Description	U/M		Unit Cost
11 x 17 or Smaller (Black / White)	Per page		\$0.10
Larger than 11x17 (Black / White)	Per page		\$0.90
11 x 17 or Smaller (Color)	Per page		\$0.55
Larger than 11 x 17 (Color)	Per page		\$1.00
OCR Optical Character Recognition	Per page		\$0.03
<u>Capture Coding Fields</u> (Address and Permit Number)	Per Field/Per Doc		\$0.10

****Shredding of all digitized records upon request***

Project Estimated Cost

Description	Qty	Unit Cost	Estimated Cost
11 x 17 or Smaller (Black / White)	90,000	\$0.10	9000.00
Larger than 11x17 (Black / White)	10,000	\$0.90	9000.00
OCR Optical Character Recognition	100,000	\$0.03	3000.00
<u>Capture Coding Fields</u> (Four fields per document)	12,000	\$0.10	1200.00


****The final project page count may be more/less than the estimate quoted above.***

Description	Per hour
Clerical	\$40.00

CAP shall invoice monthly as the boxes are completed. It is our pleasure to submit this Proposal to the Village and we look forward to this engagement. If you find this proposal acceptable, please execute in the space provided and return it to me. If you wish to discuss it further, please contact me at (305) 458-6000 or Ms. Monica de Castro at (305) 951-4078 your earliest convenience.

Very truly yours,
 C.A.P. Government, Inc.

Accepted by:
 North Bay Village



 Carlos A. Penin, PE
 President

 Mr. Ralph Rosado, PhD, AICP
 Village Manager

RESOLUTION NO. 2024-009

A RESOLUTION OF THE MAYOR AND COMMISSION OF NORTH BAY VILLAGE, FLORIDA, AUTHORIZING THE ISSUANCE OF A WORK ORDER TO C.A.P. GOVERNMENT, INC. FOR DOCUMENT SCANNING SERVICES TO DIGITIZE BUILDING DEPARTMENT FILES IN AN AMOUNT NOT TO EXCEED BUDGETED FUNDS; AMENDING THE BUDGET FOR FISCAL YEAR 2023-2024; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on October 12, 2021, the North Bay Village (the "Village") Commission adopted a resolution approving an agreement (the "Agreement") with C.A.P. Government, Inc. (the "Consultant") for building department services pursuant to RFP No. 2021-009; and

WHEREAS, as part of the Agreement, the Consultant may provide supplemental services as may be reasonably requested by the Village; and

WHEREAS, the Village requires document scanning services to digitize existing Building Department files, including large site plans, utilizing the Village's Cloud Laserfiche software (the "Services"); and

WHEREAS, Consultant has provided a proposal, attached hereto as Exhibit "A," (the "Proposal") to perform the Services; and

WHEREAS, the Village Commission desires to authorize the Village Manager to issue a work order for the Services consistent with the Proposal attached hereto as Exhibit "A" and the Agreement previously entered into between the Village and Consultant in an amount not to exceed \$30,000 for fiscal year 2023-24 and budgeted funds in future fiscal years; and

WHEREAS, on September 28, 2023, the Village Commission adopted Resolution No. 2023-109 approving the budget for fiscal year 2023-2024 (the "Budget"); and

WHEREAS, pursuant to Section 166.241, Florida Statutes, the Village Commission may amend a budget at any time within a fiscal year; and

WHEREAS, pursuant to Section 35.21 of the Village Code of Ordinances and Florida Law, the Village Commission desires to amend the Budget consistent with the

discussion held at the Commission meeting of February 13, 2024 and as further provided in Exhibit "B" attached hereto and incorporated herein; and

WHEREAS, the Village Commission finds that this Resolution is in the best interest and welfare of the residents of the Village.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COMMISSION OF NORTH BAY VILLAGE, FLORIDA, AS FOLLOWS:

Section 1. Recitals. That each of the above-stated recitals are hereby adopted, confirmed, and incorporated herein.

Section 2. Authorization. That the Village Commission hereby authorizes the Village Manager to issue a work order to the Consultant for the Services consistent with the Proposal attached hereto as Exhibit "A" and the Agreement previously executed in an amount not to exceed \$30,000 for fiscal year 2023-24 and budgeted funds in future fiscal years.

Section 3. Amending Budget. That the Village Commission hereby approves an amendment to the budget by authorizing the line item transfers as further provided in Exhibit "B" attached hereto and incorporated herein.

Section 4. Implementation. That the Village Manager and Village Attorney are hereby authorized to take such further action as may be necessary to implement the purpose and provisions of this Resolution.

Section 5. Effective Date. That this Resolution shall be effective immediately upon adoption.

The foregoing Resolution was offered by Vice Mayor Chervony who moved its adoption. The motion was seconded by Commissioner Cuk and upon being put to a vote, the vote was as follows:

Mayor Brent Latham	<u>Absent</u>
Vice Mayor Richard Chervony	<u>Yes</u>
Commissioner Goran Cuk	<u>Yes</u>
Commissioner Andy Rotondaro	<u>Yes</u>
Commissioner Rachel Streitfeld	<u>Yes</u>

PASSED AND ADOPTED on this 13th day of February, 2024.

Brent Latham

Brent Latham, Mayor

ATTEST:

Alba L. Chang

Alba L. Chang, CMC
Village Clerk



APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

Haydee Serota

Weiss Serota Helfman Cole & Bierman, PL
Village Attorney

EXHIBIT "A"



Budget Amendment Form

Department	Building	Date	2/13/2024
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Fund(s) to be changed: Building Fund

GL Account	GL Line Item	Transfer to:	Transfer from:
111.25.524.3160	Professional Services	\$ 20,000.00	
111.00.389.3890	Appropriation of Fund Balance		\$ 20,000.00
TOTAL (Columns must be equal)		\$ 20,000.00	\$ 20,000.00

Description:

Transfer from Appropriation of Fund Balance in the Building Fund an additional \$20,000 for CAP to microfilm the Building Permits - Agenda Item 11B.