

RESOLUTION NO. 14-1198

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, TO INCREASE IN VALUE THE BACK-FILE CONVERSION AND SCANNING SERVICES CONTRACT FOR CONTRACT 2013-13, IN AN AMOUNT NOT TO EXCEED BUDGETED FUNDS TO ADVANCED DATA SOLUTIONS, INC.; AUTHORIZING THE TOWN MANAGER TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE TERMS AND CONDITIONS OF THE CONTRACT; AUTHORIZING THE TOWN MANAGER TO EXPEND BUDGETED FUNDS; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE CONTRACT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Miami Lakes (the "Town") accessed a Miami-Dade County Invitation to Bid ("ITB") No. 8191-5/20, for Back-file Conversion and Scanning Services; and

WHEREAS, the Town Manager, has determined that Advanced Data Solutions, Inc. ("ADS"), who is currently processing work orders for the Town, provide additional services to the Town, and recommends an increase of Contract 2013-13 to same; and

WHEREAS, ADS, shall provide all back-file conversion and scanning functions requested by the Town, which includes the retrieval of files from the Town, scanning and return to the Town the files. Back-file conversion is the act of replacing large volumes of documents with digital images. ADS must follow without exception the user department's requirement specification to properly read the Batch ID, Formats, and Labeling of Boxes in Batch, Deliverable Media and Labeling, Priorities, Reporting, Per Page Quality Control, and Indexing; and

WHEREAS, the Town Council approves the recommendations of the Town Manager and authorizes the Town Manager to increase the Contract with ADS, for Back-file Conversion and Scanning Services of Contract 2013-13, in an amount not to exceed budgeted funds.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The foregoing Recitals are true and correct and incorporated herein by this reference.

Section 2. Approval of the Contract. The Town Council hereby approves the increase of Contract No. 2013-13 to ADS in the amount not to exceed \$20,000 for Back-file Conversion and Scanning Services.

Section 3. Authorization of Town Officials. The Town Manager and/or his designee and the Town Attorney are authorized to take all steps necessary to implement the terms and conditions of the increase with ADS for Back-file Conversion and Scanning Services.

Section 4. Authorization of Fund Expenditure. The Town Manager is authorized to expend budgeted funds to implement the terms and conditions of the Contract for utilizing available budgeted funds.

Section 5. Execution of the Contract. The Town Manager is authorized to execute the Contract with ADS for Back-file Conversion and Scanning Services on behalf of the Town in the amount not to exceed budgeted funds in substantially the form attached hereto.

INTENTIONALLY LEFT BLANK

Section 6. Effective Date. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 8th day of April, 2014.

Motion to adopt by Nelson Rodriguez, second by Cesar Mestre

FINAL VOTE AT ADOPTION

Mayor Wayne Slaton	<u>YES</u>
Vice Mayor Manny Cid	<u>YES</u>
Councilmember Tim Daubert	<u>YES</u>
Councilmember Cesar Mestre	<u>YES</u>
Councilmember Frank Mingo	<u>YES</u>
Councilmember Tony Lama	<u>YES</u>
Councilmember Nelson Rodriguez	<u>YES</u>

Wayne Slaton
Wayne Slaton
MAYOR

Attest:

M. Tejada
Marjorie Tejada
TOWN CLERK

Approve as to Form and Legal Sufficiency

Raul Gastesi
Raul Gastesi, P.A.
TOWN ATTORNEY



Agreement

I. Parties

This Agreement, 2013-13 is made this 24 day of April 2014, by and between **Advanced Data Solutions, Inc.**, located at 141 Scarlet Boulevard, Ste A, Oldsmar, FL 34677 and the Town of Miami Lakes ("Town"), located at 6601 Main Street, Miami Lakes, FL 33014.

II. Recitals

Whereas the Town desires to enter into an agreement with Advanced Data Solutions, Inc. ("ADS") for the purchase of Back-file Conversion and Scanning Services; and

Whereas ADS has agreed to provide said Services to the Town in accordance with the Miami-Dade County contract dated on December 1, 2012, and retroactive to March 13, 2013 when the Town began service under Purchase Order 20130356, except to the extent otherwise provided herein; and

Whereas the Town of Miami Lakes, with the Town Manager acting in accordance with Section 7 of the Town's Procurement Code, will enter into an agreement with ADS, in accordance with the terms of the Miami-Dade County contract, which is attached hereto as "Exhibit A" and made a part of this Agreement.

Therefore both parties agree as follows:

III. Services

ADS shall provide the purchase of Back-file Conversion and Scanning Services to the Town in accordance with the terms of the above referenced Miami-Dade County contract. All other terms and conditions of said contract, a copy of which is attached hereto as "Exhibit A", are incorporated herein by reference, except to the extent otherwise provided herein.

IV. Contract Modifications

The following contract modifications shall be made to the Agreement between the Town and ADS from the Miami-Dade County contract:

CONTRACT NUMBER

The Town of Miami Lakes' Back-file Conversion and Scanning Services Contract shall be referenced as Contract # 2013-13.

EFFECTIVE DATE

Month April Day 24 of 2014



SUBCONTRACTORS

Contractor shall not subcontract any of the Work to be performed under this Contract

INVOICING

Contractor shall provide the Town with an invoice for the Work performed in the prior month(s). At a minimum the invoice must contain the following information:

- Name and address of the Contractor
- Purchase Order number
- Contract number
- Date of invoice
- Invoice numbers (Invoice numbers cannot be repeated)
- Work performed
- Timeframe covered by the invoice
- Location of Work performed
- Additional Services price allowed by Change Order and/or written agreement
- Total Value of invoice

Failure to include the above information will delay payment. Payments will not be made based on statements of accounts.

The Town will take action to pay, reject or make partial payment on an invoice in accordance with the Florida Local Government Prompt Payment Act. No payments shall be due or payable for Work not performed or materials not furnished or where the Work has not been accepted by the Town. If there is a dispute with regard to an invoice, the Town will pay the amount not in dispute and reject the remainder that is in dispute.

INVOICES

Contractor shall provide the Town with an invoice subsequent to completion and acceptance of the Work. At a minimum the invoice must contain the following information:

- Name and address of the Contractor
- Contract number
- Purchase Order Number
- Date of invoice
- Invoice numbers (Invoice numbers cannot be repeated)
- Description of Work performed, including location(s) where the Work was performed and which department requested the Work
- Prices of Tasks performed
- Extended prices
- Total value of the invoice



Failure to include the above information will delay payment. Payments will not be made based on statements of accounts.

The Town will take action to pay, reject or make partial payment on an invoice in accordance with the Florida Local Government Prompt Payment Act. No payments shall be due or payable for Work not performed or materials not furnished or where the Work has not been accepted by the Town. If there is a dispute with regard to an invoice, the Town will pay the amount not in dispute and reject the remainder that is in dispute.

The Contractor shall be compensated at the prices specified in the Bid Form of the Contract.

INSURANCE

The Town of Miami Lakes shall be shown as the additional insured under the required insurance. Copies of such insurance must be provided to the Town prior to the commencement of any Work under this Agreement.

IV. Points of Contact

The points of contact for the Town shall be:

Contract Management: Gary Fabrikant, Procurement Manager
(305) 364-6100 ext. 1199 fabrikantg@miamilakes-fl.gov

Project Managers:
Code Compliance – Lourdes Sosa, Code Compliance Manager
(305) 364-6100 ext. 1111 decardenasc@miamilakes-fl.gov

Building – Lourdes Rodriguez, Permit Clerk Supervisor
(305) 364-6100 ext. 1141 rodriguezl@miamilakes-fl.gov

Planning – Brandon Schaad, Senior Planner
(305) 364-6100 ext. 1102 schaadb@miamilakes-fl.gov

Advanced Data Solutions, Inc.



Name of Signatory: Melody S. Engle

Town of Miami Lakes



Alex Rey, Town Manager

Attest:


Matjorie Tejada, Town Clerk



CORPORATE RESOLUTION

WHEREAS, Advanced Data Solutions, Inc. desires to enter into a contract with the Town of Miami Lakes for the purpose of performing the work described in the Agreement to which this resolution is attached; and

WHEREAS, the Board of Directors at a duly held corporate meeting has considered the matter in accordance with the By-Laws of the corporation;

Now, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS that the President,
(type title of officer)

Melody S. Engle, is hereby authorized
(type name of officer)

and instructed to enter into a contract, in the name and on behalf of this corporation, with the Town of Miami Lakes upon the terms contained in the proposed Agreement to which this resolution is attached.

DATED this _____ day of _____, 20_____.



Corporate Secretary



(Corporate Seal)