

RESOLUTION NO. 19-08

**CITY OF MILLBRAE, COUNTY OF SAN MATEO
STATE OF CALIFORNIA**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILLBRAE
AUTHORIZING THE CITY MANAGER OR DESIGNEE TO EXECUTE AN
AGREEMENT WITH ECS IMAGING, INC. IN THE AMOUNT OF \$139,374 FOR
ELECTRONIC CONTENT MANAGEMENT / RECORDS MANAGEMENT
SOFTWARE AND IMPLEMENTATION SERVICES FOR A TERM OF THREE YEARS**

WHEREAS, in Fiscal Year 2018, as part of the City's Capital Projects Program, the City initiated a special project for document management; and

WHEREAS, A Records Retention Policy was approved by Council on September 25, 2018 with the next step to implement a system to manage the City's records; and

WHEREAS, staff identified a need for a records management software solution that would provide tools and features to enable workflow efficiencies, improve knowledge and information sharing, improved document findability, decrease the duplication of records, and minimize costs for carrying out the governance of an effective records and information management program; and

WHEREAS, on September 21, 2018, the City issued a Request for Proposals for electronic content management/records management software and implementation services; and

WHEREAS, the City received five proposals from ECS Imaging Inc. (ECS), LSSP Corporation, Canon Solutions America, Konica Minolta and Cobblestone Software; and

WHEREAS, an evaluation committee reviewed the proposals and determined that ECS was the highest ranked proposal and provided a solution most suited to the City's needs.

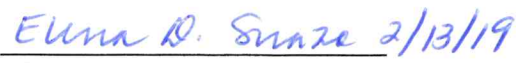
NOW, THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF MILLBRAE authorizes the City Manager or designee to execute an agreement with ECS Imaging, Inc. in the amount of \$139,374 for electronic content management/records management software and implementation services for a term of three years.

REGULARLY PASSED AND ADOPTED this 12th day of February, 2019.



Mayor

ATTEST:



City Clerk

I do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Millbrae this 12nd day of February 2019, by the following vote:

AYES:	COUNCILMEMBERS:	Lee, Holober, Schneider ,Oliva, and Papan
NOES:	COUNCILMEMBERS:	None
ABSENT:	COUNCILMEMBERS:	None
ABSTAIN:	COUNCILMEMBERS:	None
EXCUSED:	COUNCILMEMBERS:	None

Elena D. Suarez

CITY CLERK