

RESOLUTION NO. 2025- 3413

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPROVING AN AGREEMENT WITH BLUE DIGITAL CORP. FOR ELECTRONIC DOCUMENT IMAGING AND STORAGE SERVICES; FINDING THAT THE SERVICES ARE EXEMPT FROM COMPETITIVE BIDDING PURSUANT TO SECTION 3-13(2) OF THE TOWN CODE AS PROFESSIONAL SERVICES; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE AGREEMENT; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Surfside (Town”) recognizes the importance of maintaining secure, cloud-based enterprise content management systems for the Town’s documents and records which allow the Town to access and retrieve its stored electronic content and data via the internet; and

WHEREAS, the Town seeks to retain a consultant to provide document storage and retrieval warehousing services of hard copy documents, imaging and conversion services designed to facilitate the conversion of paper files to electronic images and on-site bins for collection of confidential wastepaper material to be shredded (the “Services”); and

WHEREAS, in 2022, the Town contracted with GRM Information Management Services of Miami, LLC and VisualVault, LLC for a one year term, with automatic monthly renewals (“GRM/VisualVault Contract”); and

WHEREAS, the GRM/VisualVault Contract has expired and is being renewed automatically on a month-to-month basis ; and

WHEREAS, Blue Digital Corp. (“Consultant”) has provided a proposed Professional Services Agreement attached hereto as Exhibit “A” to provide such

Services on a per item cost basis as reflected therein (“Consulting Services Agreement”); and

WHEREAS, the Town wishes to terminate the GRM/VisualVault Contract; and

WHEREAS, the Town wishes to enter into an agreement with the Company to provide the Services pursuant to Section 3-13(2) of the Town Code exempting professional services from competitive bidding, in substantially the form attached hereto as Exhibit "A" (the "Agreement"), subject to final approval as to form, content, and legal sufficiency by the Town Manager and Town Attorney; and

WHEREAS, the Town Commission finds that it is in the best interest and welfare of the Town and its residents to approve the Agreement with the Company for the Services and proceed as indicated in this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AS FOLLOWS:

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

Section 2. Town Manager Authorized: Agreement Authorized. The Town Manager is hereby authorized to enter into the Agreement with the Company for the Services, substantially in the form attached hereto as Exhibit "A", subject to final approval as to form, content, and legal sufficiency by the Town Manager and Town Attorney.

Section 3. Implementation of Agreement. The Town Manager and Town Officials are authorized to take any and all necessary action to implement the Agreement for Services and the purposes of this Resolution.

Section 4. Effective Date. This Resolution shall be effective immediately upon adoption.

PASSED AND ADOPTED on this 8th day of July, 2025.

Motion By: Vice Mayor Paul

Second By: Commissioner Coto

FINAL VOTE ON ADOPTION:

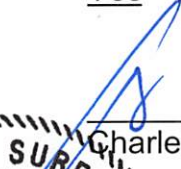
Commissioner Ruben A. Coto	<u>Yes</u>
Commissioner Nelly Velasquez	<u>Absent</u>
Commissioner Gerardo Vildostegui	<u>Yes</u>
Vice Mayor Tina Paul	<u>Yes</u>
Mayor Charles W. Burkett	<u>Yes</u>

Attest:



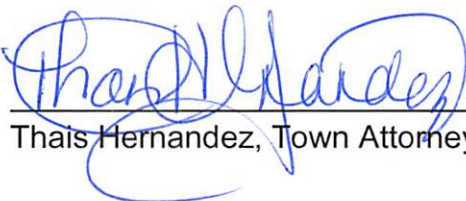
Sandra N. McCready, MMC
Town Clerk





Charles W. Burkett, Mayor

Approved as to Form and Legal Sufficiency:



Thais Hernandez, Town Attorney

05/15/2025

Scope of Work

The scope of work for the Town of Surfside Building Department requires retrieval, preparation and digitization of both Active (a.k.a Dailies) and Legacy documents (a.k.a back files).

Active Documents:

Blue Digital will be pick up paper documents at the "City" on the first Wednesday of each month. These active documents include permit applications, NOA's, surveys, drawings, calculations and other miscellaneous permit documentation. Documents will be prepped (i.e. removing staples, clips etc.), an inserted color separator sheet will divide each permit set.

The prepped documents are then scanned into Laserfiche Enterprise Content Management repository, as tiff images. These documents are then indexed based on the criteria provided by the Building Department. A quality control process is administered to check scan quality, page rotation and typing errors.

All documents are then run through the OCR process, that enables the documents to be searchable.

The final process is to create a zipped Laserfiche Briefcase file(lfb), that is uploaded to the Blue Digital Cloud with a link sent to the Building Department.

Laserfiche Workflow& Document Prepping

*Document preparation includes organizing documents for scanning by removing staples, clips, flattening, and separating documents, so they can be easily scanned preventing document jamming or double feeding. Document preparation also includes the following processes:

- Entering four fields of metadata to include folio, permit number, address, and description.
- Quality control to ensure accuracy of metadata and the image quality of documents scanned.
- Run Optical Character Recognition (OCR) process to enable the end-user to search all scanned documents.
- Prepare a zipped Laserfiche briefcase for the city to import directly into their Laserfiche ERM.

Other services:

- Local pickup at Town of Surfside = \$45.00
- Destruction of documents once they are scanned and reviewed by the Town of Surfside. (Certificate of disposal included) = No Charge
- On-Site Destruction services w/ certificate of destruction = \$6.00 per box



Description	Unit	Unit Price
B/W Scanning - 8.5 x 11	Ea.	.12
B/W Scanning - 8.5 x 14	Ea.	.12
B/W Scanning - 11 x 17	Ea.	.12
B/W Scanning - 12 x 18	Ea.	.45
B/W Scanning - 18 x 24	Ea.	.45
B/W Scanning - 24 x 36	Ea.	.85
B/W Scanning - 30 x 42	Ea.	.85
B/W Scanning - 36 x 48	Ea.	.85

Description	Unit	Unit Price
Color Scanning - 8.5 x 11	Ea.	.25
Color Scanning - 8.5 x 14	Ea.	.25
Color Scanning - 11 x 17	Ea.	.25
Color Scanning - 12 x 18	Ea.	.65
Color Scanning - 18 x 24	Ea.	.65
Color Scanning - 24 x 36	Ea.	1.50
Color Scanning - 30 x 42	Ea.	1.50
Color Scanning - 36 x 48	Ea.	1.50

Description	Unit	Unit Price
*Document Prepping	Hour	\$25.00
Laserfiche workflow	Ea.	\$35.00
Creating Cloud Link	Ea.	\$25.00