

Subject: Authorize the City Manager to execute a contract with eDocsAlaska, Inc. for the purchase and installation of a 3-User Laserfiche Avante System for electronic document records management

Agenda of: April 11, 2013

Council Action:

Manager: Recommend approval.

City Manager: Carol Shade, Acting
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	Finance / Carol Shade	CS	
X	City Clerk / Janice Williams	JW	

Fiscal Note: Yes X No _____ Funds Available: Yes X No _____

Other Attachment(s):

- Bid Quote from eDocsAlaska Inc.

Summary Statement.

The purpose of this Action Memorandum is to authorize the City Manager to execute a contract to acquire electronic document record management software/hardware. We received written quotes from SIRE and eDocsAlaska. When I polled other communities, both rural and urban in Alaska, these two companies were the only known providers of document management solutions tailored to the needs of state and local government agencies. We budgeted \$10,000 for this product in the FY13 budget. EDocs provided the low bid in the amount of \$8,795. We will be asking City Council to approve a not-to-exceed amount of \$10,000, to account for additional hours required due to unforeseen issues or problems.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on April 11, 2013.

SEAL:

ATTEST:

Janice Williams
Janice Williams, City Clerk

Alice Ruby
Alice Ruby, Mayor

City of Dillingham
Fiscal Note

Agenda Date: April 11, 2013

Request: _____

ORIGINATOR: Carol Shade

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED:		FUNDING SOURCE	
\$ 10,000.00		General Fund	
FROM ACCOUNT		Project	
1000 7620 10 12 0000 0	\$ 1,000.00	Record Mgt Software	
TO ACCOUNT:	VERIFIED BY: Carol Shade	Date: 4/3/2013	

EXPENDITURES

OPERATING	FY13	FY14	FY15	FY16
Personnel				
Fringe Benefits				
Major Equipment	\$10,000.00			
Equipment				
Land/Buildings				
Miscellaneous				
TOTAL OPERATING	\$ 10,000.00	\$ -	\$ -	\$ -

CAPITAL				
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REVENUE				
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FUNDING

General Fund	\$ 10,000.00			
State/Federal Funds				
Other				
TOTAL FUNDING	\$ 10,000.00			\$ -

POSITIONS

Full-Time				
Part-Time				
Temporary				

ANALYSIS: (Attach a separate page if necessary)

See Attached Action Memorandum AM 2013-06

PREPARED BY: Carol Shade

April 11, 2013

DEPARTMENT: Finance Department

April 11, 2013

APPROVED BY: _____



eDocsAlaska, Inc.
 1035 West Fireweed Lane
 Suite 200
 Anchorage, Alaska 99503
 907-248-8472
 info@eDocsAlaska.com

QUOTE#
COD_3 User

Client:	City of Dillingham	Date:	1/15/2013
Contact Name:	Janice Williams	Contact #:	(907) 842-5212
Quote Expires:	2/15/2013		

This quote is for the purchase and installation of a 3 user Laserfiche Avante system.

SOFTWARE

Product Name	Quantity	Unit Price	Total Price
Avante Server for SQL Express with Workflow	1	\$1,515.00	\$1,515.00
Named Full Users with Snapshot & Email	3	\$505.00	\$1,515.00
Quick Fields Basic	1	\$600.00	\$600.00
Software Total			\$3,630.00

LSAP* - Laserfiche Software Assurance Plan (Due Annually)

Product Name	Quantity	Unit Price	Total Price
Avante Server for SQL Express with Workflow LSAP	1	\$335.00	\$335.00
Named Full Users with Snapshot & Email LSAP	3	\$115.00	\$345.00
Quick Fields Basic LSAP	1	\$135.00	\$135.00
4 hours of pre-paid system maintenance & support services	4	\$150.00	\$600.00
Annual LSAP* Total			\$1,415.00

SERVICES

Services Provided	Total Price
Installation and configuration of Laserfiche 9.0.1 server, admin console, and 3 client workstations; creation of one Laserfiche SQL repository; authentication of one user via Windows Active Directory with appropriate feature rights as defined by City of Dillingham; creation of initial directory structure, appropriate folder permissions and template fields to manage minutes, ordinances, resolutions and packets.	\$750.00
Installation, activation and configuration of Quick Fields on one workstation; creation of initial Quick Fields scanning or import sessions for public records.	\$600.00
Training: User search and retrieval; snapshot import & email distribution use, scanning via Quick Field sessions; modification of Quick Field sessions; web portal training	\$1,200.00

Services Total	\$2,550.00
Software Total	\$3,630.00
LSAP Total	\$1,415.00
Services Total	\$2,550.00
Estimated Travel	\$1,200.00
Total System Cost	\$8,795.00

Notes:

Quote assumes hardware is available to meet or exceed LF specifications provided to the customer.

System is based on SQL Express, upgrade to full SQL version is available for additional cost.

Services are estimated only; if additional hours are required due to unforeseen issues, problems, or circumstances at the customer site, additional hours will be billed accordingly.

eDocsAlaska will use remote access software to perform all installations remotely; training to be performed onsite

**Laserfiche Software Assurance Plan (LSAP) Total is \$1,415 and includes 4 hours of system maintenance & support services to be used within the plan year. This fee is due annually.*

Travel costs are estimated only. Actual cost will be invoiced appropriately subject to 15% administrative fee.

Software and LSAP purchases will be invoiced immediately after ordering. Services can be invoiced on monthly basis. Payment is due within 30 days.