

MEMORANDUM

To: R. David Laurrell, County Administrator *R. David Laurrell* 1/22 BOS

From: Carolyn Roakes, Purchasing Agent

Subj. CONSENT AGENDA - DEED RECORDS CONVERSION – CLERK’S OFFICE (5 minutes)

Through: Alan Lane, Director of Management Services *ACL*

Date: January 8, 2008

Cc: Deborah Hughes, Clerk of Circuit Court

BACKGROUND:

Sealed bids were solicited for the digital imaging of deed books for conversion to preservation microfilm. This project will be funded by a grant from the Library of Virginia (LVA). The grant stipulates the project be accomplished in strict adherence to specifications and requirements supplied by the Library of Virginia.

DISCUSSION:

Two responsive bids were received: The DRS Group, Longwood, Florida, \$99,236.00, and Logan Systems, Greensboro, North Carolina, \$140,344.00.

The bid responses were reviewed by LVA’s grant review board to determine if the low bidder was in full compliance with the requirements and specifications of the bid request. The board found the bid submittal, references, and qualifications of The DRS Group to be satisfactory.

This project is fully funded by a grant from the Library of Virginia for the Circuit Court Records Preservation Program. The grant application and contractor have been approved by the LVA review board. An agreement for request of funds from LVA will be executed by the Circuit Court Clerk. No additional County funds are required or requested.

RECOMMENDATION:

Subject to the receipt of LVA grant funding, approve contract award to The DRS Group, Longwood, FL, for the Circuit Court Clerk’s Deed Record Conversion project in the amount of \$99,236.00.