



RESOLUTION NO. 7355

A RESOLUTION OF THE ALBANY CITY COUNCIL, ACTING AS THE LOCAL CONTRACT REVIEW BOARD, WAIVING COMPETITIVE BIDDING AND AWARDING A SOLE-SOURCE CONTRACT TO CITIES DIGITAL INC., DBA CDI FOR PROVIDING DOCUMENT MANAGEMENT SYSTEM LICENSING, SUPPORT, AND UPDATE SERVICES; AND AUTHORIZING THE IT DIRECTOR TO NEGOTIATE, AWARD AND EXECUTE A CONTRACT WITH CITIES DIGITAL, INC., DBA CDI TO PROCURE DOCUMENT MANAGEMENT SYSTEM LICENSING, SUPPORT, AND UPDATE SERVICES

WHEREAS, Oregon Revised Statutes 279B.075, and Oregon Administrative Rules (OAR 137-047-0275) allow the city council, acting as the local contract review board, to award a contract for goods and services without competition by Sole-source Procurement if it is determined that the goods or services are available from only one source; and

WHEREAS, such authorization must be based on written findings submitted by the department seeking the exemption that describe the circumstances to support the use of the Sole-source Procurement as defined in ORS 279B.075; and

WHEREAS, Laserfiche, the current citywide document management system, was implemented in 1997; and

WHEREAS, the City entered into an original agreement with VPCI for Laserfiche licensing, support, and update services in 1997; and

WHEREAS, VPCI was acquired through a merger with Cities Digital, Inc., DBA CDI; and

WHEREAS, CDI has extensive, long-standing knowledge of City systems and processes; and

WHEREAS, switching to another Laserfiche licensing, support, and update services provider would result in increased staff workload and costs and could lead to slower response times and less effective problem resolution, negatively impacting City operations; and

WHEREAS, for the efficient utilization of the existing document management system it is in the City's best interest to continue using the Laserfiche licensing, support, and update services provided by the sole-source provider, Cities Digital, Inc., DBA CDI.

NOW, THEREFORE, BE IT RESOLVED THAT THE ALBANY CITY COUNCIL, ACTING AS THE LOCAL CONTRACT REVIEW BOARD:

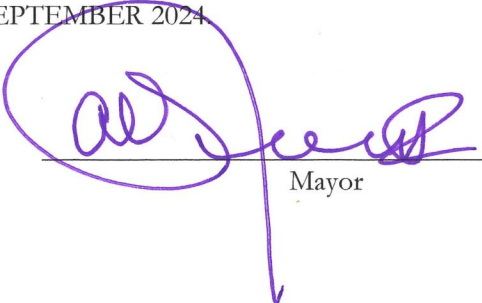
SECTION 1. Adopts the following findings:

1. Continued procurement of Laserfiche services will achieve uninterrupted document management services, efficient utilization of the existing document management platform and processes and ensures compatibility with the existing infrastructure and database currently used citywide for archival record-keeping.
2. Procurement of Laserfiche licensing, support, and update services from Cities Digital, Inc., DBA CDI is cost effective, aligns with the City's strategic plan, and is in the City's best interest.

SECTION 2. Notwithstanding the provisions of Albany Municipal Code Section 2.66.060, the Information Technology Director is authorized and directed to use a Sole-source Procurement method to procure Laserfiche licensing, support, and update services.

SECTION 3. The Information Technology Director is hereby directed to negotiate, award, and execute a Sole-source contract with Cities Digital, Inc., DBA CDI for Laserfiche licensing, support, and update services for a term of five years, with the option of contract extensions, after the City has given public notice for seven days of its intent to award a contract, per OAR 137-047-0275 and ORS 279B.075.

DATED AND EFFECTIVE THIS 25TH DAY OF SEPTEMBER 2024.



Mayor

ATTEST:




City Clerk