City of Muscatine

AGENDA ITEM SUMMARY

STAFF

Jodi Royal-Goodwin, Community Development Director

SUBJECT

Request to Approve the Issuance of a Purchase Order for $5,465.70 to ScanTastik for a Large Format Scanner

EXECUTIVE SUMMARY

Presented for Council Consideration is a request to issue a purchase order in the amount of $5,465 to ScanTastik for large format scanner.

STAFF RECOMMENDATION

Staff recommends Council approve the request as submitted.

BACKGROUND/DISCUSSION

The Community Development requires a large scanner to digitize plans that are submitted in any format larger than 11 x 14, but the current scanner is no longer working. In addition, this scanner was not large enough for plan sets typically receive fed for larger, more technical projects such as construction of apartment buildings and large industrial facilities. In addition, we have a number of historical plan set in larger formats that need scanned for preservation.

Funding to purchase the larger format scanner was provided in the ARPA allocations. We did not pursue the purchase earlier because, with the implementation of SmartGov, contractors were required to submit plans electronically. However, there are exceptions to this requirement when a contractor or property owner does not have the capacity to submit electronic plans and we still need to scan historical documents. After researching the cost of having a vendor complete the scanning, it was determined it was still more economical to purchase the equipment and have it for incidental needs going forward.

Staff identified three vendors that sell the required equipment, and determined ScanTastik to be the lowest price and most reputable vendor.

CITY FINANCIAL IMPACT

There is no impact to the general fund, ARPA funds were allocated for this purchase.

ATTACHMENTS