

ITEM 7
MANAGER'S REPORT NO. 41
COUNCIL MEETING June 6/77

Re: MICROFILM CONVERSION PROGRAM - BUILDING DEPARTMENT
(Item 4, Report No. 65, October 18, 1976)
(Item 6, Report No. 82, December 20, 1976)

Following is a report from the Deputy Municipal Treasurer regarding the second phase of the Microfilm Conversion Program for the Building Department.

Upon reflection, it has become apparent that our interests will be better served in the long run by having Precision Micrographic Services Ltd. continue the work and complete the second phase because this firm is now conversant with our record-keeping system.

RECOMMENDATION:

1. THAT the action of the Purchasing Agent to date be approved and that a purchase order be issued to Precision Micrographic Services Ltd. in the amount of \$20,908 plus applicable 7% Provincial Tax, with final payment to be based on actual quantities and unit prices tendered.

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1 June 1977

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TO: MUNICIPAL MANAGER

FROM: DEPUTY MUNICIPAL TREASURER

RE: MICROFILM CONVERSION PROGRAM - BUILDING DEPARTMENT

For approximately the past year, we have been converting the major documentation within the Building Department to microfilm. Because of the volume, the work was divided into two stages. The first stage of the work was performed satisfactorily by Precision Micrographic Services Ltd.

After calling for tenders, in December 1976 Council approved the issuance of a purchase order to Docu-Pac Services Ltd. for \$19,857.55 to do the second stage. In retrospect, the work should not have been staged. Problems of product consistency, delays and misunderstandings between staff and the microfilm house arose with the first test batch of documents processed; as a consequence, Docu-Pac have now informed the Purchasing Agent that it is impossible to supply the services at the prices quoted, but will, at our request, submit a revised quotation.

The Purchasing Agent has cancelled the purchase order and has held discussions with the second lowest bidder, Precision Micrographic Services Ltd. who have stated that they are prepared to do the work at the December 1976 bid price of \$20,908.00. The Chief Building Inspector concurs with the Purchasing Agent's action and prefers to have Precision Micrographic Services Ltd. complete the microfilm work in his department.

RECOMMENDATION

1. THAT the action of the Purchasing Agent to date be approved and that a purchase order be issued to Precision Micrographic Services Ltd. in the amount of \$20,908.00 with final payment to be based on actual quantities and unit prices tendered.


DEPUTY MUNICIPAL TREASURER

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HBK:gw

cc. Purchasing Agent
Chief Building Inspector