

# LU31.035\_BID\_WAIVER

*Agreement. 2024. 0290  
Related to RFP 859*

## Bid Waiver

Requesting Department: Town Clerk Date of Request: November 15, 2023

Requisition No.:                      Vendor Name: Info Quick Systems (IQS)

Requisition Amount: \$95,508.60

*Bid Waivers over \$100,000 shall require the approval of the Board of Finance.*

Bid waiver is requested in accordance with the Purchasing Ordinance, per Section (select one):

- Critical emergency purchase Sec. 23-18.3A  
 Reasonable/qualified or unique source Sec. 23-18.3B(1)(a)  
 Special source Sec. 23-18.3B(1)(b)  
 Time is critical Sec. 23-18.3B(1)(c)  
 Formal procurement would cost more/be inefficient/disruptive Sec. 23-18.3B(1)(d)  
 Cost is federal or state regulated Sec. 23-18.3B(1)(e)

**What are you buying? (attach additional sheets if necessary)**

The Town Clerk's Office is requesting to back scan and upload books from the Land Records Vault currently not digitized and available for on-line searches. This project will scan and load all documents from 1/2/1998-5/20/2001. The vendor will load the 313,250 images into the Town Clerk's land records management system. This project will also generate revenue.

**For bid waivers requested per Section 23-18.3B(1)(a), (b), (c) or (d) – is this the lowest cost/most cost effective provider? If not, why were they selected? (attach quotes or proposals - attach additional sheets if necessary)**

See attached.

**What is the justification for a bid waiver? (attach additional sheets if necessary)**

This vendor is our new Land Records vendor. Using this vendor eliminates the need to interface with a third party vendor saving additional money and time to load the images into our land records management system.

I, the undersigned, hereby certify that this request is made in full compliance with Article II, Sec. 23 (Rev. 2014) of the Stamford Code of Ordinances, that the funding for this request has been duly appropriated, that the above justification/information is accurate and complete to the best of my knowledge, and that I have no personal or business interests relative to this request.

Attached hereto is the above referenced requisition together with an appropriate explanation. I attest that it is in the public's best interest to waive the competitive process and your authorization is hereby requested.

Department Head Certification *Lyde Ruyter* 11/15/2023  
Date

Approval	Purchasing Agent	<u><i>[Signature]</i></u>	<u>2.8.2024</u>
	Director of Administration	<u><i>[Signature]</i></u>	<u>2/8/2024</u>
	Mayor	<u><i>[Signature]</i></u>	<u>2/12/2024</u>

If required - Board of Finance date of approval \_\_\_\_\_

# Bid Waiver

## Justification guidance

- For requests made per **Section 23-18.3 A**: The Purchasing Ordinance, in Sec. 23-15, defines Critical emergency purchases as those purchases of goods or services which, if not purchased or ordered immediately, can result in injury or damage to human life or property. This shall include all goods or services needed on an emergency basis to comply with federal, state or local public health, safety or housing codes and emergency repair of city-owned property, buildings, infrastructure, equipment and vehicles. Requests approved per **Section 23-18.3 A** are rare. It is often more appropriate to cite **Section 23-18.3 B(1)(c)**.
- All bid waivers per **Section 23-18.3 B(1)** shall include price quotations from three (3) vendors, if available. This specifically applies to bid waivers requested per **Section 23-18.3 B(1)(c)** and **Section 23-18.3 B(1)(d)**.
- For requests made per **Section 23-18.3 B(1)(a)** or **Section 23-18.3B(1)(b)**
  - Explain what makes this vendor/product unique to the application. Do not just explain why you want to use this vendor/product.
  - If you claim the vendor is a sole source, proved a “sole source” letter from the vendor.
- **Software** – the Purchasing Ordinance classifies software as a “good.”
  - If you are requesting a bid waiver for an annual maintenance fee for software you have in place and have used for many years cite **Section 23-18.3 B(1)(d)**
  - If you are requesting a bid waiver for a new Software as a service (SaaS) cite **Sec. 23-18.3B(1)(a)**. Explain how this SaaS is more like a professional service, then a “good” and why the chosen vendor offers a superior service with unique features i.e. there may be similar software on the market, but it lacks key features that are critical to the needs of the City.

## Sec. 23-18.3. - Waivers of competitive bid process or competitive proposal process.<sup>1221</sup>

### **A. Critical emergency purchases.**

- (1) Critical emergency purchases, as defined above, may be made by waiving the competitive bid or proposal process. Emergency procurement shall be limited to those supplies, services or construction items necessary to meet the emergency. Said purchases shall be authorized by the appropriate department head or designee with the written consent of the Mayor or the Director of Administration if the Mayor is unavailable.
- (2) Written certification of the emergency and the reason for the selection of the particular supplier, signed by the department head or designee, shall be submitted to the purchasing agent, the Director of Administration and the Mayor within five (5) working days of the authorization of the waiver and shall be made a part of the purchase file.
- (3) Notification of all such emergency purchases shall be made to the Board of Finance and Board of Representatives within two (2) weeks of authorization.

### **B. Other purchases made by a waiver of bid or proposal process.**

- (1) Purchases of goods and services, other than critical emergency purchases, may be made by waiving the bid or proposal process for the following reasons:
  - (a) Only one (1) reasonable or qualified source can be identified. This shall include situations where only one (1) vendor or provider is manufacturer authorized or certified or where parts are available only through a single distributorship.
  - (b) A special source, including but not limited to a sale, purchasing plan, government discount or trade-in allowance, will provide a lower cost than that which would result from a bid process.
  - (c) Time is a critical factor.
  - (d) A bid or proposal process would result in substantially higher costs to the city or inefficient use of personnel or cause disruption to city operations.
  - (e) Prices of goods or services are federal or state regulated.
- (2) Such purchases shall require the written certification of the reason for the waiver, signed by the department head, and the written approval of the purchasing agent, the Director of Administration and the Mayor. Purchases over one hundred thousand dollars (\$100,000.00) shall require the approval of the Board of Finance.
- (3) Sole source bid and proposal waivers shall clearly document that only one (1) reasonable or qualified source exists. Bid waivers for other reasons shall include price quotations sought from three (3) vendors, if available. All waiver documentation shall be made a part of the purchase or contract file.
- (4) A written record of all waivers of the competitive bid or proposal process shall be kept by the purchasing agent and be included in the quarterly report. This record shall include the reasons why a bid waiver was used.



## Proposal For Backfile Conversion/Load to Solution

Submitted By: Matt Abert

Submitted To: Honorable Lyda Ruijter, Stamford City and Town Clerk

Proposal Date: 1/12/2023

### *Description*

IQS will scan books to be loaded to the clerk's LRMS system and linked to existing indexing. IQS will transport books for scanning at our secure facility in Liverpool, NY.

### *Project Scope*

- Backfile Conversion of land record volume 5794 back to volume 4900 (5/20/2001 – 1/2/1998).

### *Plan of Work (16-20 weeks estimated active time)*

- IQS will digitize directly from the land record books.
- IQS will perform a thorough QC of all images to ensure the highest quality and completeness.
- IQS will set first pages, where an indexing specialist identifies the first page of every document to ensure there is a match in the index. Any discrepancies will be reported to the clerk.
- IQS will load/link the digital images to the clerk's LRMS, making more records available online.

### *Pricing*

Est. Units	Unit Price	Est Total
313,250	\$0.30	\$93,975.00

***The totals listed above are estimated totals, this project will be billed on actual units processed. Pricing is good for sixty (60) days. IQS will transport the books for scanning at no extra cost.***



**Proposal For Backfile Conversion/Load to Solution**

**Acceptance**

Please indicate your agreement to proceed based on the information contained in this herein by signing below. The terms and conditions outlined in this proposal are valid for sixty (60) days.

A handwritten signature in black ink, appearing to be 'A. H.', written over a horizontal line.

City of Stamford

\_\_\_\_\_

Date

A handwritten signature in black ink, clearly legible as 'Matt Allen', written over a horizontal line.

Info Quick Solutions, Inc.

1/12/2023

\_\_\_\_\_

Date

REQUEST FOR ADDITIONAL APPROPRIATION

Instructions: Complete all information in Parts A and B. Have Director/ Department Head sign and date on appropriate lines in Part C. Forward original to OPM Director, 10th Floor. OPM Director will forward to the Boards. Submit to OPM by the 20th of the month in order to be included on the next Board of Finance and Representatives meeting agendas.

Part A - Account Information

Project # DI1505  
Revenue # 24305053411041  
Expend. # 24401493601

FY 22-23

Dept. Name Historic Preservation  
Account Title Historic Preservation  
Account Title Historic Preserv/Contracted Svcs

Source Account # 0122211070

Account Title Land Recording Fee-Hist Pres Fund

Request Amount

\$ 93,975

Previous Expenditure  
Department Request  
Approved by Mayor  
Approved by Finance Board  
Approved by Board of Reps.  
Revised Budget  
Balance in Account  
Projected Exp. & Enc.

\$ 267,784
\$ 267,784
\$ 267,784
\$ 267,784
\$ 267,784
\$ 267,784
\$ 361,759

Part B - Request Description and Supporting Calculations

The Town Clerk's Office is requesting an additional appropriation from the Land Recording Fee - Historic Preservation Fund Account #0122211070 (approx balance is \$169,000) in order to scan and upload books from the Land Records Vault currently not digitized and available on line for searches. Our digitized records currently go back to Mid-2001. This project will scan and load all documents from 1/2/1998 to 5/20/2001.

Part C - Approvals

Lyda Ruijter Jan 26, 2023  
Lyda Ruijter (Jan 26, 2023 12:03 EST)  
Lyda Ruijter, Town Clerk

Anita Carpenter Jan 26, 2023  
Anita Carpenter, Grants Officer

Eida Sinani Jan 26, 2023  
Eida Sinani (Jan 26, 2023 12:40 EST)  
Eida Sinani, Director of OPM

David A. Yank Jan 26, 2023  
David A. Yank, Controller on behalf of Sandra D. Dennis, Dir of Adm  
Sandra Dennies, Director of Administration

Caroline Simmons Jan 26, 2023  
Caroline Simmons (Jan 26, 2023 13:51 EST)  
Caroline Simmons, Mayor

INFO QUICK SOLUTIONS INC

7460 Morgan Road  
 Liverpool NY 13090  
 1 (315) 463-1400

**Invoice**

Date	Invoice #
8/8/2023	32275

<b>Bill To</b>
Stamford City and Town Clerk 888 Washington Boulevard PO Box 891 Stamford CT 06901

<b>Ship To</b>
Stamford City and Town Clerk 888 Washington Boulevard PO Box 891 Stamford, CT 06901

P.O. Number	Terms	Due Date	Rep	Ship	Via
	Net 30	9/7/2023	ma	8/8/2023	

Quantity	Item Code	Description	Price Each	Amount
4,539	scanning	scanned, tagged, set 1st pages, uploaded to Solution - LR Volumes 5817-5829	0.30	1,361.70
22,827	scanning	scanned, tagged, set 1st pages, uploaded to Solution - LR Volumes 5794-5730	0.30	6,848.10
			0.00	0.00
			<b>Subtotal</b>	\$8,209.80

			<b>Total</b>	\$8,209.80	
For Information regarding ACH payments email: <a href="mailto:ChristineL@IQSworks.com">ChristineL@IQSworks.com</a>				<b>Payments/Credits</b>	\$0.00
				<b>Balance Due</b>	\$8,209.80

<b>E-mail</b>	<b>Web Site</b>
<a href="mailto:christinel@iqsworks.com">christinel@iqsworks.com</a>	

INFO QUICK SOLUTIONS INC

7460 Morgan Road  
 Liverpool NY 13090  
 1 (315) 463-1400

**Invoice**

Date	Invoice #
9/25/2023	32480

<b>Bill To</b>
Stamford City and Town Clerk 888 Washington Boulevard PO Box 891 Stamford CT 06901

<b>Ship To</b>
Stamford City and Town Clerk 888 Washington Boulevard PO Box 891 Stamford, CT 06901

P.O. Number	Terms	Due Date	Rep	Ship	Via
	Net 30	10/25/2023	ma	9/25/2023	

Quantity	Item Code	Description	Price Each	Amount
69,881	scanning	scanned, tagged, set 1st pages, uploaded to Solution - LR Volumes LR Volumes 5729-5530.	0.30	20,964.30
			0.00	0.00
			<b>Subtotal</b>	\$20,964.30
			<b>Total</b>	\$20,964.30

For Information regarding ACH payments email: [Christinel@IQSworks.com](mailto:Christinel@IQSworks.com)

<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$20,964.30

<b>E-mail</b>	<b>Web Site</b>
<a href="mailto:christinel@iqsworks.com">christinel@iqsworks.com</a>	

INFO QUICK SOLUTIONS INC

Invoice

7460 Morgan Road  
 Liverpool NY 13090  
 1 (315) 463-1400

Date	Invoice #
10/9/2023	32630

**Bill To**  
 Stamford City and Town Clerk  
 888 Washington Boulevard  
 PO Box 891  
 Stamford CT 06901

**Ship To**  
 Stamford City and Town Clerk  
 888 Washington Boulevard  
 PO Box 891  
 Stamford, CT 06901

P.O. Number	Terms	Due Date	Rep	Ship	Via
	Net 30	11/8/2023	ma	10/9/2023	

Quantity	Item Code	Description	Price Each	Amount
69,933	scanning	scanned, tagged, set 1st pages, uploaded to Solution - Land Records 5529-5330.	0.30	20,979.90
			0.00	0.00
			<b>Subtotal</b>	\$20,979.90

<b>Total</b>	\$20,979.90
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For Information regarding ACH payments email: [ChristineL@IQSworks.com](mailto:ChristineL@IQSworks.com)

<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$20,979.90

2R

E-mail	Web Site
<a href="mailto:christinel@iqsworks.com">christinel@iqsworks.com</a>	



INFO QUICK SOLUTIONS INC

**Invoice**

7460 Morgan Road  
 Liverpool NY 13090  
 1 (315) 463-1400

Date	Invoice #
11/7/2023	32811

**Bill To**  
 Stamford City and Town Clerk  
 888 Washington Boulevard  
 PO Box 891  
 Stamford CT 06901

**Ship To**  
 Stamford City and Town Clerk  
 888 Washington Boulevard  
 PO Box 891  
 Stamford, CT 06901

P.O. Number	Terms	Due Date	Rep	Ship	Via
	Net 30	12/7/2023	ma	11/7/2023	

Quantity	Item Code	Description	Price Each	Amount
151,182	scanning	scanned, tagged, set 1st pages, uploaded to Solution - Land Records 5329-4900.	0.30	45,354.60
			0.00	0.00
			<b>Subtotal</b>	\$45,354.60
			<b>Total</b>	\$45,354.60

For Information regarding ACH payments email: [ChristineL@IQSworks.com](mailto:ChristineL@IQSworks.com)

<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$45,354.60

<b>E-mail</b>	<b>Web Site</b>
<a href="mailto:christinel@iqsworks.com">christinel@iqsworks.com</a>	