

Delaware County

RECORDS CENTER



Delaware County Records Commission
Agenda
March 4, 2003

- I. Approval of the minutes from the February 4, 2003 meeting
- II. New Business:
 - None
- III. Old Business
 - Discussion concerning the two vendors being considered for the Document Management bid proposal – requesting a recommendation
 - Any comments concerning the memo from Dane Gaschen concerning the joint purchase of a shredder with the City of Delaware
- IV. Any other matters of concern to the Records Commission

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Minutes from the Delaware County Records Commission
Meeting of
March 4, 2003

The meeting of the Delaware County Records Commission was held in the Hayes Building, 140 North Sandusky Street, Room 313, Delaware. Mr. James Ward, chairman called the meeting to order.

Persons present: Mr. James Ward, Mrs. Shari Baker, Mrs. Jan Antonoplos, Mrs. Melissa Stevens, Mr. Kevin Williams, Mr. Dane Gaschen and Ms. Christine Shaw

The February 4, 2003 minutes were approved as written. Mrs. Antonoplos made the motion; Mrs. Baker seconded the motion. Motion passed.

The approval of the following Schedule of Records and Retention Schedules:

- None

New Business

- None

Old Business:

Ms. Shaw requested a recommendation from the Records Commission to award the Document Imaging bid. The two top vendors were ACS and 3SG.

Ms. Shaw ask the Commission if they would like to extend the ACS offer from Mike Patty to do a test application that would provide Delaware County the opportunity to evaluate the system ACS was recommending. Mr. Ward said the offer was too late in the game. Mr. Ward did ask if 3SG extended the offer and Ms. Shaw answered no. Mr. Williams commented that both vendors have presented good low bids. Ms. Shaw noted the set up and training difference in the comparison sheet provided to the commission. 3SG would provide one day (six hours) of training with set up for \$16,500.00, additional training would be \$990.00 for six hours. 3SG also recommend training in Cleveland, Ohio at the cost of the County. ACS offered three days of training with set up for \$5,700.00, additional training would be \$1,250.00 per day (eight hours) of training. Ms. Shaw explained that with 3SG there would be additional cost for training.

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Mr. Ward explained that he felt references were very important and that 3SG had the better references. Ms. Baker agreed with Mr. Ward's comments and referenced a Lorain County letter.

Ms. Antonoplos made the motion to recommend 3SG to the County Commissioners for the award of the bid. Mrs. Antonoplos gave two reasons for her recommendation:

1. The Wood County program, which is using OnBase
2. The letter from Lorain County.

Mrs. Baker seconded the motion. Motion passed.

Ms. Shaw stated she would proceed with placing the item on the Commissioners agenda as soon as possible.

Mrs. Shaw stated that she had received a letter from Jacqueline Sobas, Assistant to the City Manager, concerning the County's response to the City using the County's shredder. Ms. Shaw passed out a copy of the letter to all present. Mr. Ward made the comment that he felt that Mr. Gaschen response (memorandum dated 2/13/03) to the Records Commission was right on.

With no further business, Mr. Ward adjourned the meeting.



Christine Shaw
Records Commission Secretary