

**CITY OF MOUNT VERNON, NY**  
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**SHAWYN PATTERSON-HOWARD**  
Mayor

City Hall – One Roosevelt Square  
Mount Vernon, NY 10550  
Website: [www.cmyny.com](http://www.cmyny.com)

**Patrick G. Holder, R.A.**  
Buildings Commissioner

July 10, 2024

The Honorable City Council of the City of Mount Vernon  
City Hall, 1 Roosevelt Square  
Mount Vernon, New York 10550

*THROUGH THE OFFICE OF THE MAYOR*

**Re: Document Digitalization Project**

Dear Honorable City Council Members:

We're writing to address a dire need for the digitization of physical paper documents and records in the Buildings department. This will enable us to address and remedy the department's document and record tracking deficiencies while also meeting the city's retention policy in a much more efficient manner. Physical paper records are extremely vulnerable to damage, they are susceptible to the elements, loss and theft. To ensure the protection of vital records and documents, we're requesting for legislation from your honorable body to allow our department to partner with eBizDocs and ICC-CD. EBizDocs, a digital content management company which is a NYSID vendor, currently scans documents for the city. The quote attached comes directly from NYSID. eBizDocs will scan, index and organize to exact specifications. ICC-CDS will be the company responsible for processing and uploading scanned documents. ICC-CDS is the Laserfiche value-added reseller (VAR) on record for the City of Mount Vernon's current Laserfiche system. Please see ICC-CDS quote attached.

The portion of the project performed by eBizDocs will require eBizDocs to periodically pick up boxes to send out for conversion. Once the document conversion portion is completed, eBizDocs will upload the files to ICC-CDS. ICC-CDS will then process the files into Laserfiche view format and upload them into the system.

Laserfiche's intelligent data capturing, captures content and auto-classifies no matter the source. The captured data can be used to collaborate across departments and teams in one centralized, secure platform. Files can be shared securely internally and externally. Several of the other departments are going through a similar upgrade utilizing Laserfiche.

This project consists of 6 phases from ICC-CDS, LLC and 6 phases from eBizDocs. ICC-CDS, LLC is priced at \$19,600 for each phase and eBizDocs is priced at \$97,664.48 for each phase. The total for both projects is \$703,586.88. Please see the following page for the budget breakdown.

**Document Digitalization Project**

STAGE	VENDOR	COST	TOTAL COST
<b>PHASE 1</b>	eBizDocs	\$97,664.48	
	ICC-CDS, LLC	\$19,600	
			\$117,264.48
<b>PHASE 2</b>	eBizDocs	\$97,664.48	
	ICC-CDS, LLC	\$19,600	
			\$117,264.48
<b>PHASE 3</b>	eBizDocs	\$97,664.48	
	ICC-CDS, LLC	\$19,600	
			\$117,264.48
<b>PHASE 4</b>	eBizDocs	\$97,664.48	
	ICC-CDS, LLC	\$19,600	
			\$117,264.48
<b>PHASE 5</b>	eBizDocs	\$97,664.48	
	ICC-CDS, LLC	\$19,600	
			\$117,264.48
<b>PHASE 6</b>	eBizDocs	\$97,664.48	
	ICC-CDS, LLC	\$19,600	
			\$117,264.48
			<b>\$703,586.88</b>

The funding source for this project is The American Rescue Plan Act (ARPA). The budget code for the contract is H1680.203C927 (Technology/Digitalization/Cyber Security/Servers/Telework/Online Operations).

As the city attracts an ever-growing share of New York residents and other neighboring state populations, the city’s capacity to honor service commitments, build and maintain necessary infrastructure, and meet our financial obligations will have a profound effect on the city’s economy and quality of life for hundreds of residents.

Thank you in advance for your consideration and cooperation in this urgent matter.

Patrick G. Holder, Commissioner

Department of Buildings

Cc: Mayor, Corporate Counsel, City Clerk, The Comptroller