SUBJECT: **OFF-SITE MEDIA STORAGE SERVICES**

BID #: SC-0443-20 **OPEN DATE: 2020-05-13**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – THREE (3) YEARS FROM DATE OF AWARD, WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: INFORMATION TECHNOLOGIES DIVISION

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 24 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the sole responsive, responsible bidder Access Information Management of Georgia, LLC, in the amount of $102,180.12 for OFF-SITE MEDIA STORAGE SERVICES. Period of service will be three (3) years from date of award with three (3) one (1) year renewal options.

Funding for this award to be encumbered by account 53101.113001.546620.000000.00000000.00000.0000000, to be executed by formal contract through the Office of General Counsel.

Attachments: Recommendation Memo, Bid Tabulation Sheet, Terms and Conditions

ANALYST: _____
RUBEN OLA

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: **Kenneth Lathrop, Chief of Information Technologies Division/CIO**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

INFORMATION TECHNOLOGIES DIVISION

CITY OF JACKSONVILLE

DATE: May 29, 2020

TO: Greg Pease, Chief of Procurement Division

TG 6/4/20 **THRU:** Kenneth E. Lathrop, Chief of Information Technologies / CIO Kenneth E Lathrop

FROM: Thomas Ossi, Technology Contract and Records Manager

SUBJECT: **SC-0443-20 Off-Site Media Storage Services – Award Recommendation**

Information Technologies Division (ITD) submitted an RFP to Procurement Division for solicitation of Off-Site Media Storage Services, Bid # SC-0443-20.

Procurement Division received one (1) vendor response and zero (0) no bids with an open date of March 13, 2020. Procurement Division forwarded the bid tabulation sheet and the bid response to the Information Technologies Division for review.

ITD Management recommends awarding the bid to the lowest responsive, responsible bidder: Access Information Management of Georgia, LLC, in the amount of $102,180.12 for the three-year term. The term of this agreement will commence on the contract effective date and continue for three (3) years with three (3) one (1) year renewal options.

Upon award approval, a request for a formal contract will be made through the Office of General Counsel.

The following table details the response received:

VENDOR	TOTAL ANNUAL COST
Access Information Management of Georgia, LLC	**$34,060.04**

FUNDING SOURCE: 53101.113001.546620.000000.00000000.00000.0000000

Your favorable consideration of ITD's request is greatly appreciated.

Attachment: Bid Tab Sheet

CC: Robert Gray, Technology Infrastructure Manager
Bobby T. Muttootharayil, Help Desk & Data Center Operations Manager
Alexander Ciprian, IT Contract Administrator

BID TABULATION SHEET

TITLE: Off-Site Media Storage Services

BID NO.: SC-0443-20

OPEN DATE: May 13, 2020

ANALYST: RUBEN OLA

No. Invited: (24) **No. Received** (1) **No Bids:** (0)

Bid Recorder: R. Barnett , **Announcer:** O. Cohen-Wallace

ITEM	DESCRIPTION	EST. QUANTITY	ACCESS INFORMATION MANAGEMENT OF GEORGIA, LLC PRICE EACH	EXT. PRICE	PRICE EACH	EXT. PRICE	PRICE EACH	EXT. PRICE	PRICE EACH	EXT. PRICE
1	Monthly Storage Cost - Individual Managed Media: Active Rotating Media/Cartridge Storage(12 Months)	12000 Media	$0.0165	$23,760.0000						
2	Monthly Standard Media Container Storage size: 23" W x 15½' 'L x 13" D (Large Plastic Container)(12 Months)	6 Containers	$5.82	$419.04						
3	Regular Handling - Individual Media From Vendor Vault	5000 Media	$0.25	$1,250.00						
4	Transportation Services - Regular Pickup/Delivery - *Must include round-trip and Fuel Surcharge(if applicable)	364 Trips	$18.50	$6,734.00						
5	Regular Handling - Container From Vendor Vault	520 Containers	$2.50	$1,300.00						
6	Rush Handling of Media - within two (2) hours of request	4 Media	$3.50	$14.00						
7	Rush Handling of Containers - within two (2) hours of request	4 Containers	$12.00	$48.00						
8	Transportation Services - Rush Pickup/Delivery - within two (2) hours of request	4 Trips	$90.00	$360.00						
9	Media Destruction	100 Media	$1.75	$175.00						
		GRAND TOTAL:		$34,060.04						
		BUSINESS/CORPORATE REFERENCES:								
		TERMS:								
		DELIVERY (Business Days):	45 DAYS							
		CONFLICT OF INTEREST:	✓							
		ADDENDUM(1):	✓							
		NOTES:								

TERMS AND CONDITIONS

OFF-SITE MEDIA STORAGE SERVICES

1. SCOPE

The City of Jacksonville, Florida Information Technologies Division (ITD), is currently accepting bids to obtain source(s) of supply for the items as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these item(s) / service(s) and to obtain pricing commitments for OFF-SITE MEDIA STORAGE SERVICES as listed in the bid documents.

2. AWARD

Award will be **ALL OR NONE** to the lowest responsive, responsible bidder grand total amount. Bidders must bid on all items to be considered for award. ALL awards are subject to the availability of funds.

3. TERM OF AGREEMENT

The term of this agreement will be for three (3) years with three (3) one (1) year renewal options. Renewal options may be exercised at the discretion of the City based on the vendor's performance and adherence to the terms and conditions outlined in this bid document.

4. MINIMUM REQUIREMENTS

Bidders should submit or comply with the following requirements; failure to submit any of these requirements may be grounds for rejection:

Bidders must meet ANSI Standards for Media Storage and Disaster Recovery as outlined in the Bid Specifications. The City will conduct an onsite review of the vendor's facility, equipment, security, and operating procedures during the evaluation of the vendor's bid to assure that the vendor can meet these requirements.

a. Bidder must certify that they understand and are operating under the guidelines for Media Storage Center Operations as developed by the Association of Records Managers and Administrators Standards Committee. The vendor must demonstrate that they are capable of conforming to the requirements of these standards for all City work performed.

b. The vendor must have been in business and be providing media storage center services to other customers in Northeast Florida for a minimum of three (3) years prior to responding to the Bid.

5. STATE CONTRACTS

The City reserves the right to utilize contracts established by the State of Florida and or other governmental agencies for item(s)/service(s) covered under this bid. The city reserves the right to cancel this contract in whole or in part for such item(s)/service(s).

6. QUANTITIES

Quantities indicated reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to add or delete items, or increase the volume of services required, or not to make any purchase against this bid if it so deems necessary at any time during the contract period.