SUBJECT: **RECORDS STORAGE AND MANAGEMENT SERVICES**

BID #: SC-0549-12 OPEN DATE: **2012-08-29**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – TWO (2) YEARS FROM OCTOBER 1, 2012 OR FROM DATE OF AWARD WITH FOUR (4) 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: 39 NUMBER RECEIVED: 5 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the fourth and final renewal option with Access Information Management of Georgia, LLC., to continue providing records storage and management services for the Information Technologies Division. Period of service will be October 1, 2017 through September 30, 2018, with a COLA increase of 0.3%. Total annual expenditure not-to-exceed $530,186.00 for a total maximum indebtedness not-to-exceed $3,149,968.00.

Funding for this award to be encumbered by account AFIT531CSCS-04906 for ITD and Clerk of Courts and various accounts for all other agencies, to be executed by purchase order(s).

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2017. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

Attachments: Recommendation Memo, Vendor Letter, COLA Information, Terms and Conditions, Specifications, Tabulation Results, Previous Awards

Analyst: _____ CHELSEY FLEMING

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

September 22, 2017

TO: Greg Pease, Chief of Procurement Division

THRU: Kenneth Lathrop, Chief of Information Technologies / CIO Kenneth E Lathrop

JSP 9/25/17

FROM: Thomas Ossi, Technology Contract and Records Manager, ITD Thomas Ossi

SUBJECT: **Bid No. SC-0549-12 Records Storage and Management Services – Renewal Recommendation**

The Information Technologies Division is requesting to enter into the fourth and final one (1) year renewal option on award SC-0549-12 Records Storage and Management Services. ITD manages the off-site records storage services as awarded to vendor Access Information Management of Georgia, LLC.

The total estimated expenditure not to exceed award amount for the FY2017 award was $2,619,782.00. The period of services for this renewal is from October 1, 2017 through September 30, 2018.

The Clerk of Courts cost is estimated at $323,820.00 plus 0.3% increase and ITD estimated cost is $162,001.00 plus 0.3% increase. All City Agencies using the 65 gallon locked bins for shredding of their documents will utilize their own funding and enter their own purchase orders for this service. The shred bin destruction services and record storage services are estimated at approximately $42,779.00 plus 0.3% increase for all agencies. As indicated these costs for FY2018 include a 0.3% COLA. The total estimated expenditure for FY2018 will be $530,186.00.

The funding source for ITD and Clerk of Courts is AFIT531CSCS - 04906.

Your favorable consideration of this request is appreciated.

Attachments: Vendor Renewal Letter

Access
Information Protected.

JACKSONVILLE OPERATION
11777 Central Parkway
Jacksonville, FL 32224

TEL 904.528.0102
FAX 866.850.8738
WEB InformationProtected.com

September 22, 2017

Mr. Tom Ossi
City of Jacksonville
Information Technologies Division
214 N Hogan St, 9th Floor
Jacksonville, FL 32202

RE: Records Storage Services
Bid Number: SC-0549-12

Dear Mr. Ossi,

In accordance with the bid, Access Information Management, Inc. accepts the Terms and Conditions of the COJ Bid # SC-0549-12 for the fourth annual period of the contract; for the period of October 1, 2017 through September 30, 2018. Access is requesting a rate change to the storage contract as the Cost of Living Adjustment for 2017 has increased by 0.3%.

Please review the attached COLA Summary and COJ Rate Schedule reflecting the increase of 0.3%.

Should you have any questions, please do not hesitate to contact me.

Thank you,

M. Kaeser

Marissa Kaeser
Regional Account Manager
mkaeser@accesscorp.com

Access
Information Protected.

JACKSONVILLE OPERATION
11777 Central Parkway
Jacksonville, FL 32224

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FAX 866.850.8738
WEB InformationProtected.com

Accounts to Piggyback on Bid

J0000382 – JSO Corrections
J0000384 – Office of the Sheriff
J0000386 – COJ Property Appraiser
J0000676 – State Attorney- Special Prosecution
J0000X36 – COJ Microfilm
J0000900 – Duval County Clerk
J0000500 – JEA
J0010204 – FL Guardian Ad Litem
J0000575 – JaxPort
J0038017 - COJ - Council Auditors Office
J000D380 - COJ - Destruction
JDFJ3808 - COJ - Employee Services Division – Benefits
J0038018 - COJ - Finance and Administration
JDFJ3806 - COJ - General Accounting
J0D10204 - COJ - Guardian ad Litem- Cir. 4
JDFJ3801 - COJ - Human Resources
J0038015 - COJ - Human Rights Commission
JFD38016 - COJ - Medical Examiner's Office
J0038016 - COJ - Office of Inspector General
J0D38017 - COJ - Parking Facilities and Enforcement Division
JDFJ3803 - COJ - Parks Recreation Entertainment & Conservation
JDFJ3805 - COJ - Pension Office
J0D38010 - COJ - Planning and Development Department
J0DFJ386 - COJ - Property Appraiser
JDFJ3802 - COJ - Public Defender's Office
JDFJ3807 - COJ - Risk Management Office
J0038020 - COJ - Social Services
JDFJ3809 - COJ - State Attorney Office
JDFJ3804 - COJ - Tax Collector's Office
J0038014 - COJ - Treasury Department
J0038011 - COJ - Victims Services

Fact Sheet

SOCIAL SECURITY

2017 SOCIAL SECURITY CHANGES

- **Cost-of-Living Adjustment (COLA):**

Based on the increase in the Consumer Price Index (CPI-W) from the third quarter of 2014 through the third quarter of 2016, Social Security and Supplemental Security Income (SSI) beneficiaries will receive a 0.3 percent COLA for 2017. Other important 2017 Social Security information is as follows:

	2016	2017
Tax Rate:		
Employee	7.65%	7.65%
Self-Employed	15.30%	15.30%

NOTE: The 7.65% tax rate is the combined rate for Social Security and Medicare. The Social Security portion (OASDI) is 6.20% on earnings up to the applicable taxable maximum amount (see below). The Medicare portion (HI) is 1.45% on all earnings. Also, as of January 2013, individuals with earned income of more than $200,000 ($250,000 for married couples filing jointly) pay an additional 0.9 percent in Medicare taxes. The tax rates shown above do not include the 0.9 percent.

- **Maximum Taxable Earnings:**

Social Security (OASDI only)	$118,500	$127,200
Medicare (HI only)	No Limit	

- **Quarter of Coverage:**

	$1,260	$1,300

- **Retirement Earnings Test Exempt Amounts:**

Under full retirement age	$15,720/yr. ($1,310/mo.)	$16,920/yr. ($1,410/mo.)

NOTE: One dollar in benefits will be withheld for every $2 in earnings above the limit.

The year an individual reaches full retirement age	$41,880/yr. ($3,490/mo.)	$44,880/yr. ($3,740/mo.)

NOTE: Applies only to earnings for months prior to attaining full retirement age. One dollar in benefits will be withheld for every $3 in earnings above the limit.

There is no limit on earnings beginning the month an individual attains full retirement age.

SSA Press Office 440 Altmeyer 6401 Security Blvd. Baltimore, MD 21235 410-965-8904

- **Social Security Disability Thresholds:**

Substantial Gainful Activity (SGA)		
Non-Blind	$1,130/mo.	$1,170/mo.
Blind	$1,820/mo.	$1,950/mo.
Trial Work Period (TWP)	$ 810/mo.	$ 840/mo.

- **Maximum Social Security Benefit:** Worker Retiring at Full Retirement Age:

	$2,639/mo.	$2,687/mo.

- **SSI Federal Payment Standard:**

Individual	$ 733/mo.	$ 735/mo.
Couple	$1,100/mo.	$1,103/mo.

- **SSI Resources Limits:**

Individual	$2,000	$2,000
Couple	$3,000	$3,000

- **SSI Student Exclusion:**

Monthly limit	$1,780	$1,790
Annual limit	$7,180	$7,200

- **Estimated Average Monthly Social Security Benefits Payable in January 2017:**

	Before 0.3% COLA	**After 0.3% COLA**
All Retired Workers	$1,355	$1,360
Aged Couple, Both Receiving Benefits	$2,254	$2,260
Widowed Mother and Two Children	$2,686	$2,695
Aged Widow(er) Alone	$1,296	$1,300
Disabled Worker, Spouse and One or More Children	$1,990	$1,996
All Disabled Workers	$1,167	$1,171

TERMS AND CONDITIONS

1. SCOPE
The Information Technology Department of the City of Jacksonville, Florida is currently accepting bids to obtain source(s) of supply for the service(s) 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 service(s) and to obtain pricing commitments for Records Storage and Management Services as listed in the bid documents.

2. AWARD
Award will be ALL OR NONE to the lowest responsive, responsible bidder. Bidders must bid on all items to be considered for award. 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 is for two (2) years from October 1, 2012, or from date of award, whichever is later, with four (4) one (1) year renewal options. Renewal Options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and conditions set forth in the bid documents.

4. PRE-BID CONFERENCE
Not applicable

5. COMPLIANCE WITH SPECIFICATIONS
The bidder, by affixing their signature to the bid form submitted, agrees to provide service(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

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

7. 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 purchase more than the estimated quantities listed or not to make any purchase against this bid if it so deems necessary anytime during the contract period.

8. PRICES
All unit prices shall include freight, delivery, and handling charges to the delivery location as outlined in the bid documents.

9. ESCALATION / DE-ESCALATION

All pricing submitted shall remain firm for the initial term period. Upon renewal (if applicable), a supplier may submit in writing a request for price escalation/de-escalation for the percentage of change as listed in the Cost of Living Allowance (COLA) and/or documentation notifying of an industry wide increase. The City reserves the right to decline any price increase request.

10. DELIVERY

Various locations as needed.

11. PICK UP AND RETURNS

The pickup and returns of files will be as indicated in the bid specifications.

12. SUPPLIER ACCESSIBILITY

The City or its representative must be able to contact, during normal business hours, by telephone or email any supplier providing goods or services to the city or its agencies. Any supplier accessibility requirements outlined in the specifications supersede this section.

13. REPORTING

The City may request, during the term of this bid, reports including but not limited to: usage, pricing, and delivery. Suppliers will be required to provide reports requested in hard copy and electronic format as required.

14. INVOICING

Invoices will be issued once supplies/services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include; purchase order number or contract number, item number and description, date of shipment, quantity ordered and shipped, unit prices, unit of measure, and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted to: City of Jacksonville, General Accounting Division, 117 West Duval Street, Suite 375, Jacksonville, Florida 32202.

15. INSURANCE / INDEMNIFICATION

Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. All insurance certificates shall list the City of Jacksonville as an additional insured. The awarded vendor is required to submit the certification of insurance within ten (10) days from receipt of award notification. Failure to submit required certification of insurance will be grounds for rejection of bid award.

SPECIFICATIONS
RECORDS STORAGE AND MANAGEMENT SERVICES
BID # SC-0549-12

SCOPE of SERVICES

The City of Jacksonville (the "City") is accepting proposals from records storage service providers to furnish off-site records storage and management services for paper records, microfilm, microfiche, and archival document storage; secure and confidential destruction services; file/carton inventory tracking solutions; records retrieval; file refile; file interfile, pickup and delivery; and training on vendors on-line records management system. All microfilm and microfiche will be stored in a fireproof, climate-controlled vault. Each bidder agrees when submitting their bid that the same terms and conditions will be made available to Departments/Divisions within the City of Jacksonville and several external Independent Government Agencies, Independent Authorities, and Constitutional Offices. The Information Technology Division manages all records storage for City Agencies.

MINIMUM QUALIFICATIONS

The Proposer must meet the following Minimum Qualifications as set forth herein in order to be eligible to bid on the products/services in this proposal. Failure to meet the Minimum Qualifications may result in rejection of Proposer's bid response.

1. Provide historical and reference information that confirms the company has been in business a minimum of six (6) years with experience in records storage and management services. The Proposer must provide at least five (5) major records storage current customers within the last three (3) years giving the following information for each contact: name of company; address of company; company contact person and telephone number; total number of cubic feet of paper records stored and total volume (# of items) of media storage.

MINIMUM REQUIREMENTS

The following represents the minimum requirements and MUST be submitted with the bid package. Failure to provide documents as listed may be cause for rejection of proposer's bid response.

1. The Proposer shall provide a standalone, single tenant, concrete or masonry structure building, physically secure, pest controlled, weatherproof, and environmentally controlled facility that meets or exceeds industry standards for storing paper records, microfilm, microfiche, building maps, and archival/historical documents.

2. The Proposer shall provide a climate controlled/humidity controlled vault that meets or exceeds industry standards for the storage of microfilm, microfiche, and other media that require a temperature controlled storage. Vault must have a temperature and humidity indicator. The temperature and humidity recorded 24/7.

3. The Proposer must provide a private, secure dedicated reference area whereby City agencies can view their paper records stored in the records center. City Agencies will require the ability to research their cartons, retrieve documents and the ability to make copies of the documents as needed.

4. The Proposer must provide a tracking and reporting system for controlling the storage location, identification, and retrieval of stored records. Tracking and reporting systems will be required to have fields Identifying a major record series title as defined in Florida Administrative Code Rule 1B-24, is a group of related documents arranged under a single filing arrangement or kept together as a unit because they consist of the same form, relate to the same subject, result from the same activity, or have certain common characteristics. Also the records management system must have a field for the agency minor records description, a field for the Florida Department of State General Records Schedule GS1-SL. There are approximately eight Agency specific general records schedules utilized to determine the minimum retention requirements for all public records. Each major records series title will be assigned a record code/item number and will require a field.

5. The Proposers records management tracking system must have the capability for City Agencies to enter data into the on-line system and have approved security/password protections in place for on-line client access. The system administration functions must have the capability to activate or deactivate employee security access.

6. The Proposer must have the ability to provide record storage transmittal forms for pickup and delivery services. If a transfer of records is required, the awarded bidder will provide all the services related to the transfer of the cartons to include but not limited to project management, moving company, moving supplies, pallets, shrink wrap etc.

7. The Proposer must have the ability to provide an electronic monthly invoice in Excel format to the City as well as a monthly paper invoice.

8. The Proposer must have a facsimile service in order to retrieve and fax public records when needed.

9. The Proposer must have the ability to provide weekday regularly scheduled pickup and delivery services for records to downtown City locations and offices that reside within the buildings and all other customers located throughout the Jacksonville area.

10. The Proposers company policy and procedures must demonstrate that no video, camera, or other electronic devices will be in the possession of any individual while in the areas that contain City of Jacksonville records.

11. The Proposer must appoint one dedicated experienced account project liaison to work directly with the City's Records Manager in order to ensure a high level of responsiveness to the City's requirements. Vendor project liaison will provide monthly and quarterly reports and be available to schedule and train City employees on what data entry fields are required for each City carton going to off-site storage. Vendor liaison working with City Records Manager to educate City employees on the vendor's on-line records management system.

12. The Proposer must provide a business document showing the company's primary business is the off-site storage of records and the associated services.

13. The Proposer must have the ability to accomplish, as needed, the certified destruction of records stored at the vendor's facility. The certified destruction shall be performed by shredding. Each carton due for destruction must be marked and identified. The vendor must ensure that confidentiality of all "destroyed" records is maintained throughout the destruction process. The

vendor must be (NAID) National Association for Information Destruction certified. The vendor will provide a Certificate of Destruction for each individual City agency records that were destroyed. The vendor shall have no more than fifteen (15) days within which destruction must take place after receipt of such request from the Information Technologies Division management. The vendor must provide a proof of destruction report within five (5) business days after destruction and mailed to the Information Technologies Division Contract Manager. The report will show the bar code location for each carton destroyed, the major records title/description, the minor description, retention destroy date, state record code/item number, from date to date, internal customer box number, cubic feet of each carton, total cubic feet of all cartons destroyed, total actual boxes destroyed and the total weight of all the cartons that were destroyed, vendor contact signature required with date on the report, also a separate billing invoice showing the total amount charged for destruction for each Department/Division name utilizing the service. No records shall be destroyed without the written destruction approval from the City Agency Department/Division Officer and approval by the Information Technologies Division. The City's Records Manager and his/her designee reserves the right to be present at time of destruction and inspect City records that are being destroyed at vendor's facility.

14. The Proposer must provide 65 Gallon Destruction Containers to be used, as needed for City Agencies requiring the locked bins for disposal of their records.

15. The Proposer must have the ability to provide City Agencies an environmentally controlled area for mapboards, environmentally controlled area for storage of letter and legal files in an open file shelving storage unit.

16. The Proposer must provide a sample invoice of their monthly billing. City will require a monthly billing statement within the first 10 business days of each month for record storage services rendered the month prior. Vendor must provide within the monthly billing statement the storage service item/code numbers to reflect the services being procured; the descriptions of each item/code, the price/rate for each service item/code and the quantity of items for each service. The Proposer's sample invoice must reflect all items that the City will be paying for to include the storage of a carton; the movement of the carton (transportation charge, delivery charge/ both costs must be defined if applicable), the handling of the carton all fees associated for the handling of the carton must be defined (retrieval of box, indexing of box, indexing of each file within a box, initial storage processing of each box, initial storage processing of each file, cost to search for cartons not found on shelf, cost to re-file a file, cost to interfile a file within a carton previously stored at off-site storage. Cost for the data entry of the carton into the records management system, pickup charges associated with a new pickup of carton at customer site or the return of a carton to off-site storage or any other charges associated for the services the vendor will be preforming etc. Vendor must give a detailed description; identify the actual vendor internal code and defining each service code and the cost as related to off-site storage of City agency records.

Statement of Work

The City's inactive and semi-active records are those records to which agencies no longer require immediate access, but that are not yet eligible for disposal because of administrative, fiscal, historical or legal requirements. Therefore, these records must be retained for specific time periods beyond administrative need and shall be sent out for storage. The records will be kept until time for disposition as provided within the State of Florida General Records Schedules. Access to the records stored off-site is provided only by the expressed permission of the Information Technologies Division and the originating City agency, and its preapproved authorized records coordinators. The vendor is responsible for the City's contents stored in any of its storage facilities. The vendor is responsible for recovery from any catastrophic occurrences, including but not limited to fire, damage or theft, as well as any associated costs. The vendor must provide adequate storage capacity to meet the current and future needs of the City describe long term plans for expansion and growth.

The vendor will be responsible for providing physical records storage and management services during regular business hours of 8:00AM to 5:00PM; Monday through Friday, excluding Holidays. These services will include standard delivery and pickup of records to and from all City agency locations. In addition, the vendor must be able to provide emergency delivery and pickup to and from City agencies, when requested. The vendor shall accept and respond to pickup and delivery requests from approved and authorized City employees and staff via telephone or email request. It is requested orders for Normal delivery placed before 1:00PM will be delivered by the next business day. Orders for rush delivery placed before 1:00PM will be delivered within 4 hours same day.

Orders for pickup of new or refile boxes placed before 1:00PM will be picked up within 1 business day maximum 25 boxes. All deliveries/pickups must be made to the requested floor within each City building.

Inventory Tracking of City records will be maintained by the awarded vendor. Vendor employees must be trained as to the required fields for the data entry of City records.

Vendor must maintain an accurate, bar-coded and computer based inventory tracking system. The computerized system must be web enabled, with adequate security, and nightly backup up of data. The awarded vendor must provide remote database internet access to the City's authorized records coordinators for their records. The system must identify each stored box by department or division, cost center, and box/file status (dates of checked in/checked out). Essential data fields must include: City box number, Vendor bar code number, box size, physical box location, City major records description, City minor records description, retention period/destroy date, and State of Florida Record Item/Code.

The Proposers inventory tracking process shall include appropriate logs/work orders and receipts for pickup and delivery of the City's individual boxes for verification and audit purposes. The Proposers logs and receipts will be made available to Information Technologies Division upon request. The City currently uses the following standard size cartons (10" x 12" x15") with lid attached to carton.

Off-Site Storage

The following information must be provided with the bid response:

1. List address of physical location in Jacksonville, Florida
2. List general overview of facility including building structure, square footage, cubic foot capacity and description of services provided in that facility.
3. List alternate facility(s) and description of services provided at that location.
4. Description of secure private on-site review room description.
5. List Redundant/Backup facility in the event that primary is deemed unavailable.
6. Description of access control and video surveillance system.
7. Description of fire detection and extinguishing capabilities.
8. Description of Mechanical backup system (*i.e., air conditioning, power, fire equipment*).
9. Description of maximum number of City materials that can be stored at the primary, alternate, and backup facilities.
10. Evaluation of all facilities with respect to exposure to environmental hazards.
11. Evaluation of all facilities with respect to man-made, site-specific, or geographic location hazards.
12. Description of planned physical modifications to the facility.
13. Description of planned upgrades to mechanical and environmental systems.
14. List age of existing mechanical and environmental systems.
15. Description of vault in including its construction, square footage, temperature and humidity indicators, how temperature is monitored, fire suppression system, employee access, location of video cameras, fire certification and how access to the vault controlled.
16. Provide an explanation of the procedure for visitor identification and describe the procedure for checking visitors into the facility and touring the facility.
17. Provide proof of semi-annual treatment or inspection for rodent and insect protection.

Quality Assurance Conformance to Standards

1. Vendor must describe their understanding of quality assurance as it relates to ISO 9000, 9001 and 9004 standards and guidelines for Quality Management Systems and is the vendor practicing continuous improvement.
2. Vendor must describe how they will adhere to City's requirements for resolution of discrepancies, unsatisfactory work or errors identified by the City. Vendor will correct at no additional charge to the City.
3. Vendor must describe how they will handle and satisfy all incomplete data-entry in the vendor's records management system.
4. Vendor must describe their adherence to ANSI/ARMA TR-01 2002 Records Center Operations; ANSI/NFPA 232-2000 Edition, Standard for the Protection of Records; HIPPA and Privacy Act Requirements; Destruction NAID Certification; ANSI/NFPA 232-2000 Standard for the Protection of Records. Describe adherence to other ANSI Industry Standards for Records Storage Facilities.
5. Describe disaster recovery plan and provide a summary of the plan. Respondent will be required to lead the disaster recovery efforts in case respondent's facility is deemed unavailable.
6. Describe the plan in place for moving records from one facility to another.
7. Describe the vendor's ability to provide records management training to each City agency and its approved records coordinators.

Specific Contract Terms and Conditions

Term of Proposed Contract

The initial term of the proposed agreement will be for a two (2) year period from October 1, 2012, or from date of award, whichever is later, with four (4) one (1) year renewal options.

Renewal

At the City's discretion the agreement may be renewed at the second anniversary date and each anniversary date thereafter for successive one (1) year periods (each, a "Renewal Term"), subject to the same provisions, terms, conditions, and specifications as set forth in the Agreement. The City has an option for four (4) one (1) year renewal terms for a maximum extension of the term by four (4) years.

Billing

The services shall be provided and invoiced on a per item basis, as used. The successful Proposer shall submit monthly invoices for services/work completed in form and substance acceptable to the City with all of the necessary support documentation, prior to any payment. Invoices should be submitted directly to the City. Such invoices shall, at a minimum, include the name of the agency by department and/or division, the agency account number, the descriptions of the services performed, a vendor identifier code/number for the services performed, the unit price/rate for each service, the quantity of services received for each individual department/division; the total rate for each service received (by line item); a subtotal for the each department/division for services received. The last page of the invoice would contain an invoice total amount due.

Annual Estimated Production Volumes

As listed on the Bid Proposal Form, the current production levels are based on historical data and are provided for Proposers reference in preparing the bid. This information is felt to be reliable; however, there is no guarantee made on the part of the City regarding the actual quantity of materials or related services provided to the Proposer.

Cost Proposal

Obtaining data that can be consistently compared between vendors is critical to this service bid. Each Proposer will complete a bid proposal form using the approximate quantities provided. The Proposer must include all applicable fees associated with the services being requested. Item quantities indicated on the bid proposal form are estimated only. The City shall not be held accountable for items listed, as services provided are made in accordance with actual requirements. All awards made are contingent upon availability of funds. Proposer's bid pricing shall remain firm for the initial two (2) year period of the agreement.

Questions

Each proposer shall carefully examine all bidding documents and thoroughly familiarize themselves with all requirements prior to submitting a proposal. Should a proposer find discrepancies, ambiguities, or omissions in bidding documents or should the proposer have any doubt as to their meaning, the proposer can **submit questions in writing to Deidra Baines, Purchasing Analyst, via fax at (904) 255-8837 or EMAIL dbaines@coj.net by 5:00 P.M. on Monday July 23, 2012.** Any clarification of the bidding documents will be made in writing via an Addendum and sent to all potential bidders on the mailing list.

Transition Services

The successful Proposer will agree to transport the City's entire inventory of stored records including microfilm and microfiche currently housed in the incumbent vendor's facility to the awarded vendor's storage facility at **NO expense** to the City. This transition must be on-going daily and completed in a timely manner. The awarded vendor will pick up cartons at the incumbents records storage facility and the incumbent vendor will make the arrangements to have all stored cartons pulled from their storage facilities and placed on pallets (40 cartons per pallet max.) The awarded vendor will shrink wrap (40 cartons on each pallet) and provide transportation to transport the records to the awarded vendor's facility within 100 working days after notification of award.

The awarded vendor must assume full responsibility for coordinating the transfer of all the City of Jacksonville records stored at the various locations to the vendor's storage facility at NO cost to the City. This responsibility includes new bar coding, labeling, data entry, and inventorying for the boxes to be stored at the vendor's facility or facilities at the beginning of the contract period. Upon successful completion of the transfer, the awarded vendor will supply to City a record tracking report of the boxes moved to the new storage facility.

The awarded vendor must include in its response, the process for moving the boxes of City Records from the current vendor's facility where they are stored to the awarded vendor's storage facility as to acquiring the boxes from various storage locations and a sample timeline for the process.

The current vendor must include in its response and explain how they plan to remove all the boxes at the current storage facility if the new vendor is awarded the bid.

The City may permanently remove any and/or all records at any time with no charge or penalty. The City will not be charged a permanent removal fee for an account closing.

The City must receive a full client records storage database upon closure of the agreement.

Contracting Requirements

Upon selection of a vendor, the terms set forth in this Records Storage and Management Services Bid are to be embodied in a definitive agreement containing such additional covenants and other provisions as may be mutually acceptable. (Attachment A - Sample Contract)

TITLE: RECORDS STORAGE AND MANAGEMENT SERVICES

BID NO.: SC-0549-12

OPEN DATE: AUGUST 29, 2012 @ 2:00 P.M.

BUYER: DEIDRA BAINES, ANALYST

No. Invited: (39) No. Received (5) No Bids: (0)

Recorded By: CHARLES ROBERTSON

ITEM	DESCRIPTION	MTHLY EST. QTY	UNIT DESCRIP.	Diversified Information Technologies		Filesafe, Inc.		Iron Mountain Information Management, Inc.		Filing Source, Inc.		DataSavers, Inc.	
				MTHLY UNIT COST	ANN. EXT. COST	MTHLY UNIT COST	ANN. EXT. COST	MTHLY UNIT COST	ANN. EXT. COST	MTHLY UNIT COST	ANN. EXT. COST	MTHLY UNIT COST	ANN. EXT. COST
1	CARTONS LETTER 15"X12"X10" REGULAR STORAGE 1.2 CU. FT.	160,000	CARTON	$ 0.12	$ 230,400.00	$ 0.12	$ 230,400.00	$ 0.114	$ 218,880.00	$ 0.0510	$ 97,920.00	$ 0.0600	$ 115,200.00
2	CARTONS LETTER TRANS. 24"X12"X10" REG. STORAGE 2.4	2,400	CARTON	$ 0.32	$ 9,216.00	$ 0.29	$ 8,352.00	$ 0.228	$ 6,566.40	$ 0.1010	$ 2,908.80	$ 0.1200	$ 3,456.00
3	CARTON LEGAL TRANS. 24"X15"X10" REG. STORAGE 3.0 CU. FT	2,500	CARTON	$ 0.40	$ 12,000.00	$ 0.36	$ 10,800.00	$ 0.342	$ 10,260.00	$ 0.1260	$ 3,780.00	$ 0.1500	$ 4,500.00
4	CARTON CHECK SIZE REG. STORAGE 0.6 CU. FT.	4,000	CARTON	$ 0.08	$ 3,840.00	$ 0.08	$ 3,840.00	$ 0.085	$ 4,080.00	$ 0.03	$ 1,248.00	$ 0.03	$ 1,440.00
5	CARTONS BUILDINGS PLAN	150	CARTON	$ 0.25	$ 450.00	$ 0.10	$ 180.00	$ 0.456	$ 820.80	$ 0.25	$ 450.00	$ 0.03	$ 54.00
6	MAPBOARDS - HARD WHITE BOARDS OF EXHIBITS	10	BD	$ 0.40	$ 48.00	$ 1.00	$ 120.00	$ 0.456	$ 54.72	$ 0.25	$ 30.00	$ 0.15	$ 18.00
7	CARTONS LETTERS 15"X12"X10" CLIMATE CONT VAULT 1.2	130	CARTON	$ 1.50	$ 2,340.00	$ 0.50	$ 780.00	$ 0.42	$ 655.20	$ 1.44	$ 2,246.40	$ 0.90	$ 1,404.00
8	CARTON CHECK SIZE CLIMATE CONTROL. VAULT 0.6 CU. F	20	CARTON	$ 0.75	$ 180.00	$ 0.18	$ 43.20	$ 0.315	$ 75.60	$ 0.72	$ 172.80	$ 0.45	$ 108.00
9	CARTONS LETTER 15"X12"X10" ENVIRON/AIR COND. . 1.2 C	100	CARTON	$ 0.50	$ 600.00	$ 0.30	$ 360.00	$ 0.42	$ 504.00	$ 0.4560	$ 547.20	$ 0.1800	$ 216.00
10	CARTONS LETTER TRANS. 24"X12"X10" ENVIRON./AIR CO	100	CARTON	$ 3.00	$ 3,600.00	$ 0.72	$ 864.00	$ 0.84	$ 1,008.00	$ 0.9120	$ 1,094.40	$ 0.3600	$ 432.00
11	CARTONS LEGAL TRANS. 24"X15"10" ENV. AIR CONT. 3.0 C	10	CARTON	$ 3.75	$ 450.00	$ 0.90	$ 108.00	$ 1.26	$ 151.20	$ 1.14	$ 136.80	$ 0.45	$ 54.00
12	DATE ENTRY INDEX (PER CARTON)	800	CARTON	$ 0.45	$ 4,320.00	$ -	$ -	$ 0.35	$ 3,360.00	$ 1.00	$ 9,600.00	$ 0.25	$ 2,400.00
13	DATA ENTRY INDEX (INDEX EACH FILE)	2,000	FILE	$ 0.36	$ 8,640.00	$ 0.25	$ 6,000.00	$ 0.35	$ 8,400.00	$ 0.30	$ 7,200.00	$ 0.15	$ 3,600.00
14	DATA ENTRY INDEX (WEB CARTON)	100	CARTON	$ 0.10	$ 120.00	$ -	$ -	$ -	$ -	$ 0.10	$ 120.00	$ -	$ -
15	REFILE A FILE INTO CARTON	1,500	FILE	$ 1.36	$ 24,480.00	$ 2.25	$ 40,500.00	$ 2.20	$ 39,600.00	$ 0.50	$ 9,000.00	$ 0.90	$ 16,200.00
16	INITIAL CHARGE TO PROCESS A NEW CARTON GOING	500	CARTON	$ 1.25	$ 7,500.00	$ 1.50	$ 9,000.00	$ 2.00	$ 12,000.00	$ 1.50	$ 9,000.00	$ -	$ -
17	INITIAL CHARGE TO PROCESS A NEW FILE (INTERFILE)	300	FILE	$ 1.25	$ 4,500.00	$ 2.25	$ 8,100.00	$ 3.50	$ 12,600.00	$ 2.50	$ 9,000.00	$ -	$ -
18	RETURN A CARTON PREV. STOR. (CARTON REFILE)	100	CARTON	$ 1.36	$ 1,632.00	$ 1.25	$ 1,500.00	$ 3.50	$ 4,200.00	$ 2.00	$ 2,400.00	$ 0.75	$ 900.00
19	RETRIEVAL OF A CARTON IN STORAGE	100	CARTON	$ 1.36	$ 1,632.00	$ 1.25	$ 1,500.00	$ 3.50	$ 4,200.00	$ 2.50	$ 3,000.00	$ 0.75	$ 900.00
20	RETRIEVAL OF FILE LOCATED IN CARTON AT STORAGE	100	FILE	$ 1.36	$ 1,632.00	$ 2.50	$ 3,000.00	$ 3.50	$ 4,200.00	$ 2.50	$ 3,000.00	$ 0.90	$ 1,080.00
21	SEARCH FOR A FILE WITHIN CARTON AT STORAGE	100	FILE	$ 1.36	$ 1,632.00	$ 2.50	$ 3,000.00	$ 2.50	$ 3,000.00	$ 0.25	$ 300.00	$ 0.90	$ 1,080.00
22	CHARGE TO RETURN ATRON TO STORAGE FOUND OR NOT	50	CARTON	$ 1.36	$ 816.00	$ 2.75	$ 1,650.00	$ 3.50	$ 2,100.00	$ 2.00	$ 1,200.00	$ 0.90	$ 540.00
23	CHARGE TO PICK UP NEW CARTON @ CUST. LOCATION	500	CARTON	$ 1.36	$ 8,160.00	$ 1.25	$ 7,500.00	$ -	$ -	$ -	$ -	$ -	$ -
24	STANDARD CHARGE TO DELIVER CARTON TO CUST NEXT	8,000	CARTON	$ 5.00	$ 480,000.00	$ 1.25	$ 120,000.00	$ -	$ -	$ -	$ -	$ 0.75	$ 72,000.00
25	CHARGE TO DELIVER CARTON FOR CUST WITHIN 2 HRS S	50	CARTON	$ 40.00	$ 24,000.00	$ 5.00	$ 3,000.00	$ 25.00	$ 15,000.00	$ 20.00	$ 12,000.00	$ 10.00	$ 6,000.00
26	CHARGE TO DELIVER CARTON TO CUST. WITHIN 4 HRS SA	50	CARTON	$ 20.00	$ 12,000.00	$ 2.50	$ 1,500.00	$ 20.00	$ 12,000.00	$ 10.00	$ 6,000.00	$ 5.00	$ 3,000.00
27	CHGE TO P.U. CARTON @ CUST. LOC. & RETURN CARTON	4,000	CARTON	$ 5.00	$ 240,000.00	$ 1.25	$ 60,000.00	$ -	$ -	$ -	$ -	$ -	$ -
28	DESTRUCTION SERV. - NAID CERT. CROSS SHRED CARTON	500	POUND	$ 2.25	$ 13,500.00	$ -	$ -	$ 0.04	$ 240.00	$ 0.10	$ 600.00	$ 0.07	$ 420.00
29	DESTRUCT. SERV. VENDOR PRICEDED DROP OFF/ P. U. @	100	ROTAT.	$ 12.00	$ 14,400.00	$ 12.00	$ 14,400.00	$ 475.00	$ 570,000.00	$ 10.00	$ 12,000.00	$ 8.00	$ 9,600.00

TITLE: RECORDS STORAGE AND MANAGEMENT SERVICES
BID NO.: SC-0549-12
OPEN DATE: AUGUST 29, 2012 @ 2:00 P.M.
BUYER: DEIDRA BAINES, ANALYST
No. Invited: (39) No. Received (5) No Bids: (0)
Recorded By: CHARLES ROBERTSON

				Diversified Information Technologies		Filesafe, Inc.		Iron Mountain Information Management, Inc.		Filing Source, Inc.		DataSavers, Inc.	
30	RECORDS MGT TRAINING ON VENDORS COMP. REC. @CITY	1	HR	$ -	$ -	$ -	$ -	$ -	$ -	$ 30.00	$ 360.00	$ -	$ -
31	PHOTOCOPY FILES 1 SIDED ONLY	10	PER PAGE	$ 0.15	$ 18.00	$ 0.25	$ 30.00	$ 0.25	$ 30.00	$ 0.10	$ 12.00	$ 0.05	$ 6.00
32	DOCUMENT SCANNING 1 SIDED ONLY	10	PER PAGE	$ 0.15	$ 18.00	$ 0.20	$ 24.00	$ 0.25	$ 30.00	$ 0.15	$ 18.00	$ 0.10	$ 12.00
33	FAX DELIVERY/RECEIPT	10	PER PAGE	$ 0.15	$ 18.00	$ 0.50	$ 60.00	$ 0.25	$ 30.00	$ 0.10	$ 12.00	$ 0.10	$ 12.00
34	SECURE EMAIL DELIVERY (VENDOR PROVIDES)	1	TRANS.	$ 0.75	$ 9.00	$ 1.00	$ 12.00	$ -	$ -	$ 1.00	$ 12.00	$ 1.00	$ 12.00
35	PURCHASE CARTON LETTER 15"X12"X10" W/LID	400	CARTON	$ 1.75	$ 8,400.00	$ 2.00	$ 9,600.00	$ 1.25	$ 6,000.00	$ 1.60	$ 7,680.00	$ 1.52	$ 7,296.00
36	CARTONS BLDG PLANS ENVIRON/AIR COND. CONTROLLED	1	CARTON	$ 3.75	$ 45.00	$ 1.75	$ 21.00	$ 1.68	$ 20.16	$ 1.00	$ 12.00	$ 0.30	$ 3.60
37	OPEN FILE SHELF STORAGE AIR COND. 12 IN. SHELF SPAC	10,000	PER FT.	$ 0.80	$ 96,000.00	$ 0.95	$ 114,000.00	$ 0.20	$ 24,000.00	$ 0.46	$ 55,200.00	$ 0.37	$ 44,400.00
38	MAPBOARDS - HARD WHITE BDS FOR EXHIBITS ENV. AIR C	100	PER BD	$ 3.00	$ 3,600.00	$ 1.50	$ 1,800.00	$ 1.68	$ 2,016.00	$ 1.80	$ 2,160.00	$ 1.75	$ 2,100.00
39	DESTRUCTION SERVICES - PULL CARTONS	200	PER CARTON	$ 1.36	$ 3,264.00	$ 1.25	$ 3,000.00	$ 2.40	$ 5,760.00	$ 2.50	$ 6,000.00	$ -	$ -
40	DESTRUCTION SERVICES - PERMANENT REMOV. OF CARTC	200	PER CARTON	$ 1.36	$ 3,264.00	$ 1.00	$ 2,400.00	$ -	$ -	$ 2.50	$ 6,000.00	$ -	$ -
	EXTENDED GRAND TOTAL ANNUAL COST:			$ 1,226,724.00		$ 667,444.20		$ 971,842.08		$ 272,420.40		$ 298,443.60	
	TERMS:			Not Listed		Not Listed		Net 30		Net 30		Not Listed	
	DELIVERY:			Not Listed		Not Listed		Not Applicable		Not Listed		Not Listed	
	CONFLICT OF INTEREST:			Yes		Yes		Yes		Yes		Yes	
	ACKNOWLEDGEMENT OF ADDENDUMS (2):			Yes		Yes		Yes		Yes		Yes	

SUBJECT: **RECORDS STORAGE AND MANAGEMENT SERVICES**

BID# SC-0549-12 OPEN DATE: **8/29/2012**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

SERVICE CONTRACT - TWO (2) YEARS FROM OCTOBER 1, 2012, OR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: **ITD**

BASIS OF AWARD: **ALL-OR-NONE**

NUMBER OF BIDS INVITED **39** NUMBER RECEIVED **5** OTHER **0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

RECOMMEND APPROVAL TO AWARD FILING SOURCE, INC., THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER FOR RECORDS STORAGE AND MANAGEMENT SERVICES FOR THE PERIOD OF TWO (2) YEARS FROM DATE OF AWARD IN THE NOT TO EXCEED EXPENDITURE AMOUNT OF $1,010,000.00.

ACCOUNT CODE: OPIT531DCS 04906

ATTACHMENTS: RECOMMENDATION MEMO, TERMS AND CONDITIONS,BID TABULATION SHEET

BUYER: Deidra Baines
Deidra Baines

RESPECTFULLY SUBMITTED:
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: **USHA MOHAN, CIO AND DIRECTOR, ITD**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING _____ DATE: 10/04/12

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE: 10/8/12

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

~~Stanislaus Espinosa, III~~
Deputy Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of:
Executive Order No. 2012-17

FORM GB-108, Revised 12/2007

SUBJECT: RECORDS STORAGE AND MANAGEMENT SERVICES

BID# SC-0549-12 OPEN DATE: 8/29/2012

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

SERVICE CONTRACT - TWO (2) YEARS FROM OCTOBER 1, 2012, OR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: ITD

BASIS OF AWARD: ALL-OR-NONE

NUMBER OF BIDS INVITED 39 NUMBER RECEIVED 5 OTHER 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

RECOMMEND APPROVAL TO CHANGE THE AWARDED VENDOR FROM FILING SOURCE, INC., TO ACCESS INFORMATION MANAGEMENT OF GEORGIA, LLC, A DELAWARE LIMITED LIABILITY COMPANY, AS A RESULT OF THE ACQUISITION OF FILING SOURCE, INC., BY ACCESS INFORMATION MANAGEMENT OF GEORGIA, LLC., EFFECTIVE DECEMBER 5, 2012. ALL PRICING, TERMS AND CONDITIONS WILL REMAIN UNCHANGED. NO CHANGE IN FUNDING IS BEING REQUESTED.

ACCOUNT CODE: OPIT531~~851~~DCS 04906

ATTACHMENTS: RECOMMENDATION MEMO, BILL OF SALE (ASSIGNMENT AND ASSUMPTION AGREEMENT), W-9, PREVIOUS AWARD

BUYER: Deidra Baines
Deidra Baines

RESPECTFULLY SUBMITTED:
GREGORY LEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: USHA MOHAN, CIO AND DIRECTOR, ITD

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING _____ DATE: 01/31/13

OTHER _____

ACTION OF AWARDING AUTHORITY DATE: 2/1/13

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Chief of Staff
Deputy Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of:
Executive Order 2012-17

FORM GB-108, Revised 12/2007

SUBJECT: **RECORDS STORAGE AND MANAGEMENT SERVICES**

BID# SC-0549-12 OPEN DATE: **8/29/2012**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

SERVICE CONTRACT- TWO (2) YEARS FROM OCTOBER 1, 2012 OR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: **ITD**

BASIS OF AWARD: **ALL OR NONE**

NUMBER OF BIDS INVITED **39** NUMBER RECEIVED **5** OTHER **0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to increase award by $28,900.00 to Access Information Management of Georgia, LLC., for a total revised estimated expenditure not to exceed $1,038,900.00.

Funding for this award to be encumbered by account:
OPIT531DSC-04906- $28,900.00 to be executed by Purchase Order(s).

Attachments: Recommendation Memo, Previous Award

BUYER: _____ **MARILYN LAIDLER**

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: **Kenneth Lathrop, Infrastructure Solutions Manager, ITD**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING _____ DATE: 09/04/14

_____ OTHER: _____

_____

_____

ACTION OF AWARDING AUTHORITY DATE: 9/9/14

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____
Karen Bowling
Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of:
Executive Order No. 2013-04

FORM GB-108, Revised 12/2007

SUBJECT: **RECORDS STORAGE AND MANAGEMENT SERVICES**

BID# SC-0549-12 OPEN DATE: **8/29/2012**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

SERVICE CONTRACT - TWO (2) YEARS FROM OCTOBER 1, 2012 OR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: **ITD**

BASIS OF AWARD: **ALL OR NONE**

NUMBER OF BIDS INVITED **39** NUMBER RECEIVED **5** OTHER **0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to ratify the period of service from October 8, 2014 to date of award.

Recommend approval to utilize the first of four (4) renewal options with Access Information Management of Georgia, LLC. Period of service is from date of award through September 30, 2015. Total revised estimated annual expenditure in the amount of $490,000.00. Total not to exceed expenditure in the amount of $1,528,900.00.

Funding Source: OPIT531CS-04906 - To be encumbered by purchase order

Attachments: Recommendation Memo, Vendor Letter and Previous Awards

BUYER: ANNETTE BURNEY RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: **Usha Mohan, Chief, Information Technologies Division**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING _____ DATE: 10/23/14

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE: 10/24/14

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Alvin Bowling
Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of
Executive Order No. 2013-04

FORM GB-108, Revised 12/2007

SUBJECT: **RECORDS STORAGE AND MANAGEMENT SERVICES**

BID# SC-0549-12 OPEN DATE: **2012-08-29**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

SERVICE CONTRACT - TWO (2) YEARS FROM OCTOBER 1, 2012 OR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: **ITD**

BASIS OF AWARD: **ALL OR NONE**

NUMBER OF BIDS INVITED **39** NUMBER RECEIVED **5** OTHER **0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to increase the award with Access Information Management of Georgia, LLC in the amount of $21,000.00 for the remainder of the renewal period ending September 30, 2015. Total revised estimated annual expenditure in the amount of $511,000.00, for a not to exceed expenditure amount of $1,549,900.00.

Funding Source: OPIT531CS-04102 - To be encumbered by purchase order

Attachments: Recommendation Memo and Previous Awards

BUYER: _____ RESPECTFULLY SUBMITTED: _____

ANNETTE BURNEY

GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: **Kenneth Lathrop, Interim Chief, Information Technologies Division**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING _____ DATE: 9-17-15

_____ OTHER: _____

_____

_____

ACTION OF AWARDING AUTHORITY DATE: 9/17/15

MA APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

FORM GB-108, Revised 12/2007

SUBJECT: **RECORDS STORAGE AND MANAGEMENT SERVICES**

BID# SC-0549-12 OPEN DATE: **2012-08-29**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

SERVICE CONTRACT - TWO (2) YEARS FROM OCTOBER 1, 2012 OR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: **ITD**

BASIS OF AWARD: **ALL OR NONE**

NUMBER OF BIDS INVITED **39** NUMBER RECEIVED **5** OTHER **0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to ratify the period of service from October 1, 2015 to date of award.

Recommend approval to utilize the second of four (4) renewal options with Access Information Management of Georgia, LLC from date of award through September 30, 2016. Total revised estimated annual expenditure in the amount of $542,061.00, to include a 1.7% increase or $9,061.00, for a not to exceed expenditure in the amount of $2,091,961.00.

Funding Source: OPIT531CS-04906 - To be encumbered by purchase order

Attachments: Recommendation Memo, Renewal Letter and Previous Awards

BUYER: _____ RESPECTFULLY SUBMITTED: _____

ANNETTE BURNEY

GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: **Kenneth Lathrop, Chief, Information Technologies Division**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING _____ DATE: 10-8-15

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE: 10/08/15

MA APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of
Executive Order No. 2015-05

FORM GB-108, Revised 12/2007

SUBJECT: **RECORDS STORAGE AND MANAGEMENT SERVICES**

BID #: SC-0549-12 OPEN DATE: **2012-08-29**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – TWO (2) YEARS FROM OCTOBER 1, 2012 OR FROM DATE OF AWARD WITH FOUR (4) 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: 39 NUMBER RECEIVED: 5 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the third (3) of four (4) renewal options with Access Information Management of Georgia, LLC. to continue providing records storage and management services for the Information Technologies Division. Period of service will be October 1, 2016 through September 30, 2017. Total annual expenditure not-to-exceed $527,821.00 for a total maximum indebtedness not-to-exceed $2,619,782.00.

Funding for this award to be encumbered by account AFIT531CSCS-04906, to be executed by purchase order(s).

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2016. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

Attachments: Recommendation Memo, Vendor Letter, Terms and Conditions, Specifications, Tabulation Results, Previous Awards

Analyst: CHELSEY RENFROE

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 3 MEMBERS DISAPPROVING Ø DATE: 9-29-16

OTHER:

ACTION OF AWARDING AUTHORITY DATE 9/29/16

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of
Executive Order No. 2015-05

SC-0549-12	Access Information Mgmt.	
10/8/2012	$1,010,000.00	Award
2/1/2013		Name Change Only
9/9/2014	$28,900.00	Increase
10/24/2014	$490,000.00	1st Renewal Option
9/17/2015	$21,000.00	Increase #2
10/8/2015	$542,061.00	2nd Renewal Option
9/29/2016	$527,821.00	3rd Renewal Option
Pending	$530,186.00	4th Renewal Option
	$3,149,968.00	**Total Award**