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 extend the award with Access Information Management of Georgia, LLC., for ninety (90) days through December 29, 2018 to continue providing records storage and management services for the Information Technologies Division. Total requested increase for this period not-to-exceed $135,708.00 for a total maximum indebtedness not-to-exceed $3,285,676.00.

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, 2018. 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, 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 19, 2018

09/20/18 12:03:03
Procurement Division

TO: Greg Pease, Chief of Procurement Division

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

JP 9/20/18

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

SUBJECT: **Bid No. SC-0549-12 Records Storage and Management Services - Extend and Increase Award Amount Recommendation**

The Information Technologies Division is requesting to enter into a ninety (90) day extension on the current award SC-0549-12 Records Storage and Management Services. ITD manages the off-site records storage and management services award. Services are contracted out to Access Information Management of Georgia, LLC.

The period of services for this extension is from October 1, 2018 through December 29, 2018.

The Clerk of Courts estimate for services $80,955.00. The Information Technologies Division estimated amount for services $40,500.00. 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 estimated at $14,253.00. The increase amount requested not to exceed $135,708.00 for the 90 day period.

The current not total maximum indebtedness is in the amount of $3,149,968.00 with the requested increase of $135,708.00 the total maximum indebtedness not to exceed $3,285,676.00.

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

Your favorable consideration of this request is appreciated.

Attachments: Vendor Extension Letter

FINANCE AND ADMINISTRATION DEPARTMENT
214 N. Hogan St. 9th Floor | Jacksonville, FL 32202 | Phone: 904.255.8000 | Fax: 904.232.6932

Access
Information Protected.

Memo

To: Tom Ossi

From: Thomas Gary

cc: Marissa Kaeser

Date: 09/20/2018

Re: **SC-0549-12 Records Storage and Shredding Services**

To Tom Ossi:

Access Information management is extending the agreement period for bid SC-0549-12, which expires on 09/30/2018, for an additional 3 months to conclude on December 31st, 2018.

All services, rates, terms and conditions will remain the same with no increase in pricing during this time.

Please reach out directly with any questions.

Sincerely,

Thomas Gary

Senior Market Leader

904-903-6017

TGary@accesscorp.com

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 3 MEMBERS DISAPPROVING Ø DATE: 9/28/17

OTHER:

ACTION OF AWARDING AUTHORITY DATE 9/29/17

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

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~~551~~DCS 04906

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

BUYER: Deidra Baines
Deidra Baines

RESPECTFULLY SUBMITTED: Greg Lease
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 _____

Deputy Chief Procurement Officer
For Mayor Kevin Brown
Under Authority of
Executive Order No. 2011-17

FORM GS-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 _____

Lee Dowling
Chief Administrative Officer
For: Mayor Alvin Brown
Under Auth... 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: ANNETTE BURNEY RESPECTFULLY SUBMITTED: 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

MR 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: ANNETTE BURNEY

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Kenneth Lathrop, Chief, Information Technologies Division

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(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
9/29/2017	$530,186.00	4th Renewal Option
Pending	$135,708.00	Extend & Increase

$3,285,676.00 Total Award