SINGLE SOURCE AWARD **BID # SS-0319-19**

Subject: RECORDS STORAGE, MANAGEMENT AND SECURE SHRED DESTRUCTION SERVICES

Department: Information Technologies Division

Description of Purchase: Recommend approval to ratify the period of service from December 30, 2018 to date of award.

Recommend approval of Single Source Award to Access Information Management of Georgia, LLC, for records storage, management and secure shred destruction services for the City of Jacksonville's physical records. Period of service will be three (3) years from date of award through September 30, 2021, with three (3) one (1) year renewal options. Total requested annual expenditure of $501,780.00 with total amount not to exceed $1,505,340.00.

Funding for this award to be encumbered by multiple funding, to be executed by purchase order(s).

Single Source Award To: Access Information Management of Georgia, LLC

Price Justification: See Attached

Total Award: $1,505,340.00 **Requisition #**

Attachments: Recommendation Memo, Single Source Form; Vendor Letter, Vendor Quote, Previous Award
Certification as to Single Source: Kenneth Lathrop, Chief of Information Technologies Division/CIO

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

ANALYST: Ruben Ola

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY

DATE: _____

APPROVED_____ **DISAPPROVED** _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

FORM GB-114, Revised 12/2007

SS-0319-19

SINGLE SOURCE REQUEST

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a vendor subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments.

REQUESTING AGENCY (DEPT./DIVISION): Information Technologies Division

FUNDING SOURCE: Multiple Funding Sources

BRIEF DESCRIPTION OF GOODS/SERVICES:
Records Storage, Management and Secure Shred Destruction Services.
Access Information Management of Georgia, LLC contract term three years with three one year renewals.
Pricing will remain the same utilizing the same terms and conditions for three years.

AMOUNT OF PROJECT (attach quote): FY2019 $ $501,780 FY20 $501,780 FY21 $501,780 estimated based on current usage. Total three year term amount $1,505,340.00

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):
Vendor provides off-site storage of City's physical records; provides storage supplies; records transmittal sheets; ensure document classification; document retrieval; transportation delivery/pickup Services; secure destruction services; vendor provides data entry monitoring reviews; records review and destruction reports; monthly invoicing interface to COJ billing interface. Vendor provides a local point of contact accessible via telephone and email. Vendor warehouse security includes 24/7 monitoring of fire and smoke alarm systems. Vendor has the capacity to store additional cartons during the term of the agreement. Records are transported in vendor owned vans operated by licensed and insured employees. Vendor provides in-house 65 gallon Shred Bin services.

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:
Records stored off-site 178,793 boxes. City of Jacksonville and other agencies will pay withdrawal costs. Due to the volume stored at off-site storage all City Agencies and other agencies using these services will be significantly impacted and there will be a major disruption of services to all our customers. Access Information created a proprietary software billing system to interface with ITD's custom internal billing interface to bill our customers monthly. Vendor Records Destruction Reports are customized to meet the needs of the City and the schedules required by the State of Florida (SOF) for records compliance.

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:

The current vendor has provided a secure off-site records storage solution. No other records storage Vendor can provide the services without a costly multi-year process to relocate the existing stored records. The SOF has awarded a contract to a local vendor for this region and our current vendor's rates are less than what was awarded. The charge to pull 178,793 cartons off the shelf at $2.5075 each is $448,323.45.

Submitted by: Thomas Ossi (Name) Technology Contract & Records Mgr. (Title)

Date: 12/13/18

Requesting Agency's Director's Signature:

12/12/18
KEZ 12-12-2018

INFORMATION TECHNOLOGIES DIVISION

CITY OF JACKSONVILLE

12/13/18 08:58:14
Procurement Division

December 12, 2018

TO: **Greg Pease, Chief of Procurement Division**

Jp 12/12/18 **THRU:** **Kenneth Lathrop, Chief of Information Technologies / CIO** Kenneth E. Lathrop

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

SUBJECT: **Records Storage and Management Services - Single Source Award Request**

The Information Technologies Division requests approval of a single source award to Access Information Management of Georgia, LLC. (vendor) for the purchase of records storage and management services. ITD manages the requested services and COJ has approximately 178,793 cartons stored at off-site storage.

The vendor has provided satisfactory service and has provided our customers with training specifically for public records utilizing their customized online records management system.
ITD has performed a cost comparison with the State of Florida contract and Access Information's rates for the City are lower. COJ will enter into a formal contract with vendor. The costs associated for the services are estimated at $501,708.00 per year for a three-year initial term. Also, the City will have the option to renew the services contract for three (3) additional one (1) year renewal options. Total not to exceed amount for the initial three-year term $1,505,340.00.

ITD Management recommends purchasing the services as a single source whereby the City and its independent agencies will not experience a disruption of services or the additional costs by transferring the City's and Independent Agencies records to another provider. A request for a carton or file would be hindered and timeframes would be impaired, if the records were transferred from one provider to another. It is in the best interest of the City to remain with the current vendor at the current rates.

Funding Source: Multiple Funding Sources

Your favorable approval of this request is appreciated.

Attachments: Vendor 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.

JACKSONVILLE OPERATION
11777 Central Parkway
Jacksonville, FL 32224

TEL 904.528.0102
FAX 866.850.8738
WEB InformationProtected.com

12/21/2018

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

RE: Records Storage Services

Dear Mr. Ossi,

Access Information Management, Inc. is proposing the renewal of the current Records Storage and Secure Shred Services contract for a three (3) year term, with (3) one year extensions. Access will maintain the City of Jacksonville's current pricing for the initial three (3) year term, and the (3) one year extensions will be subject to a rate increase per COLA.

The estimated cost for the records storage and management services based on the purchase orders received is approximately $501,780.00 per year.

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

Best regards,

Charles Wells

Charles Wells
Area Vice President, Southeast Region

Access
Information Protected.

Service Type	Service Code	Definition	Monthly Est Qty	Unit	Rate
Storage Cost	SHC2	Cartons Letter 15" X 12" X 10" Regular Storage 1.2 cu. Ft.	160,000	Per Carton	$0.0512
Storage Cost	SHC4	Cartons Letter 24" X 12" X 10" Regular Storage 2.4 cu. Ft.	2,400	Per Carton	$0.1013
Storage Cost	SHC6	Cartons Letter 24" X 15" X 10" Regular Storage 3.0 cu. Ft.	2,500	Per Carton	$0.1264
Storage Cost	SHC1	Cartons Check Size Regular Storage 0.6 cu. Ft.	4,000	Per Carton	$0.0261
Storage Cost	SHCB	Cartons Letter 24" X 15" X 10" Regular Storage 2.35 cu. Ft.	150	Per Carton	$0.2508
Storage Cost	SHCM	Mapboards - Hard White boards for Exhibits	10	Per Board	$0.2508
Storage Cost	SHC3	Cartons Letter 24" X 15" X 10" Regular Storage 1.8 cu. Ft.	18	Per Carton	$0.0767
Storage Cost	SHC7	Cartons Letter 36" X 15" X 10" Regular Storage 3.6 cu. Ft.	7	Per Carton	$0.1535
Storage Cost	SHC8	Cartons Letter 48" X 15" X 10" Regular Storage 4.8 cu. Ft.	68	Per Carton	$0.2046
Storage Cost	SHC9	Cartons Letter 24" X 15" X 10" Regular Storage 6.0 cu. Ft.	113	Per Carton	$0.2558
Storage Cost	SHCP	Cartons Letter 24" X 15" X 10" Regular Storage 64 cu. Ft.	4	Per Carton	$2.7282
Storage Cost	SHV2	Cartons Letter 12" X 15" X 10" Climate Controlled Fire Suppression Vault 1.2 cu. Ft.	130	Per Carton	$1.4443
Storage Cost	SHV1	Cartons Check Size Climate Controlled Fire Suppression Vault 0.6 cu. Ft.	20	Per Carton	$0.7222
Storage Cost	SAC2	Cartons Letter 15" X 12" X 10" Environmentally/Air Condition Controlled 1.2 Cu. Ft.	100	Per Carton	$0.4574
Storage Cost	SAC4	Cartons Letter 24" X 12" X 10" Environmentally/Air Condition Controlled 2.4 Cu. Ft.	100	Per Carton	$0.9147
Storage Cost	SAC6	Cartons Letter 24" X 15" X 10" Environmentally/Air Condition Controlled 3.0 Cu. Ft.	10	Per Carton	$1.1434
Storage Cost	SACB	Carton Building Plans Environmentally/Air condition controlled	1	Per Carton	$1.0030
Storage Cost	SACM	Mapboards - Hard White boards for Exhibits Environmentally/Air Condition Controlled	100	Per Board	$1.8054
Storage Cost	SBLF	Open File Shelf Storage Air Conditioned 12" Shelf Space/LF Legal Size File	10,000	Per Linear Ft	$0.4614
Service Cost	IB1, IB2, IB3	Data Entry Index (Per Carton	800	Per Carton	$1.0030
Service Cost	IF1, IF2, IF3, IF4, IF5	Data Entry Index (index Each File)	2,000	Per File	$0.3009
Service Cost	IB4	Data Entry Index-Web Carton (City Customer Putting in Data Description Via Web)	100	Per Box	$0.1003

Access
Information Protected.

Service Type	Service Code	Definition	Monthly Est Qty	Unit	Rate
Service Cost	RFIF	Refile a file into carton that is currently stored	1,500	Per File	$0.5015
Service Cost	ISP	Initial charge to Process a New Carton	500	Per Carton	$1.5045
Service Cost	IIF	Initial Cahrge to Process a New File	300	Per File	$2.5075
Service Cost	RFI	Return a Carton that was Previously retrieved	100	Per Carton	$2.0060
Service Cost	EIN, EI4, EI2, EIE	Retrieval of Carton	100	Per Carton	$2.5075
Service Cost	ENF, EIF2, EIF4, EIFE	Retrieval of file	100	Per File	$2.5075
Service Cost	MEINR, MFPR	Search for a File within Carton	100	Per File	$0.2508
Service Cost	NFF, NF2, NF4, NFE	Charge to Return Carton to Storage Shelf if File was Found or Not Found	50	Per Carton	$2.0060
Service Cost	TP24	Per item charge for each item requested to be delivered on next scheduled delivery	12,500	Per Carton	$0.0000
Service Cost	TP2	Per item charge for each item requested to be delivered in 2 hours	50	Per Carton	$20.0600
Service Cost	TP4	Per item charge for each item requested to be delivered in 4 hours	50	Per Carton	$10.0300
Service Cost	MDHC	Per pound for items destroyed	500	Per Pound	$0.1003
Service Cost	S65G	Shredding rotation	100	Per Rotation	$10.0300
Service Cost	MADM	Records Management Web Training	1	Per Class	$30.0900
Service Cost	MCPY	Photocopy Files 1 Sided Only	10	Per Page	$0.1003
Service Cost	MIMAGE	Document Scanning 1 Sided Only	10	Per Page	$0.1505
Service Cost	MFX, MFR	Fax Delivery/Receipt	10	Per Page	$0.1003
Service Cost	MIMEM	Per e-mail charge to send secure e-mail (inventory)	1	Transaction	$1.0030
Service Cost	MCTN	Purchase Carton Letter 15" X 12" X 10" Document Storage 1.2 cu. Ft.	400	Per Carton	$1.6048
Service Cost	VDES, VDESF	Destruction Services - Pull Cartons off-Shelf for Destruction	200	Per Carton	$2.5075
Service Cost	VNR, VNRF	Destruction Services - Permanent Removal of	1,000	Cu. Ft.	$1.0231

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JACKSONVILLE OPERATION
11777 Central Parkway
Jacksonville, FL 32224

TEL 904.528.0102
FAX 866.850.6738
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

Access Information Protected
500 Unicorn Park Drive, Suite 503
Woburn, MA 01801
TEL 877 345 3546
WEB InformationProtected.com

City of Jacksonville Records Storage and Secure Shred Services

Current Footprint

- Estimated 178.793 Boxes
- Estimated 225.370 Cubic Feet

Service Lines Utilized

- Records Management
- Secure Shredding

Terms of New Agreement

- 3 year agreement, with (3)- 1 year renewal options
- Years 1-3 rates locked, then each year Storage and Service capped at the lesser of COLA or 3%

Advantages of Partnering with Access

- A single-source partner to address all records storage, secure destruction, data protection and digital information management needs enabling City of Jacksonville to harness the power of information
- Customized SOPs created for City of Jacksonville
- Current rate City of Jacksonville pays is significantly below market average in all US markets
- Dedicated Account Management
- Customized and ongoing training for multiple divisions of FileBRIDGE
- Customized billing for the City of Jacksonville and its entities, to bill back to internal customers

If the City of Jacksonville elects to transition to another vender:

- Estimated (179) 18 wheeler trucks to move inventory
- Estimated 3.44 years to move inventory (Access will move inventory at a rate of 1,000 boxes/month)
- City of Jacksonville end users will experience disruption of services, and will need extensive end-user training
- Negatively impact partner agencies piggybacking on contract
- City of Jacksonville will pay withdrawal costs
- City of Jacksonville and partner agencies will experience disruption in service for Shred bin removal and replacement, given coordination efforts
- City of Jacksonville Points of Contact will endure labor hours expenditure to coordinate withdrawal and transfer efforts
- Potential loss of dedicated account management

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 3 MEMBERS DISAPPROVING Ø DATE: 9/27/18

OTHER:

ACTION OF AWARDING AUTHORITY DATE 9/27/18

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

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

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

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 _____

Eluwalani Ewanekin, III
Deputy Chief Administrative Officer
For Mayor Alvin Brown
Under Authority of
Executive Order No. 2012-17

FORM GB-109, 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: OPIT53165-1DCS 04906

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

BUYER: Deidra Baines
Deidra Baines

RESPECTFULLY SUBMITTED: Greg Pease
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: 01/31/13

OTHER _____

ACTION OF AWARDING AUTHORITY

DATE 2/1/13

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Deputy Chief Procurement Officer
For Deputy Adam Brown
Under Authority of
Executive Order

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
MARILYN LAIDLER

RESPECTFULLY SUBMITTED: Greg Pease
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 Bowden
Karen Bowden
Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of
Executive Order No. 2013-04

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 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: 10/23/14

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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

FORM GB-109, 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

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

(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

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