

File #170560B

# CITY OF GAINESVILLE, GENERAL GOVERNMENT METHOD OF SOURCE SELECTION

DATE: 05/22/2017

DEPARTMENT: Finance  
DIVISION: Budget and Accounting

CONTACT: Belinda Morris  
EXTENSION: 8602

PURCHASE/PROJECT AMOUNT: \$

COST TERM: Estimated at 50,000.00 annually for GG / Estimated at 16,000.00 annually for GRU (annual, quarterly, etc.)

☐ ONE-TIME, SINGLE PURCHASE

☒ CONTRACT/PURCHASE ORDER/AGREEMENT/PROJECT

TERM BEGIN/END DATES:

October 1, 2017 - September 30, 2022

CITY COMMISSION APPROVAL REQUIRED \*: ☐ NO \* ☒ YES, DATE:

If No and purchase is \$50,000 or greater, indicate Purchasing Policy exception section: \_\_\_\_\_

\* Purchasing Policy #060732, Section 7: Purchases Requirement City Commission Approval

7.1 Every purchase of an item of supplies, materials, equipment, contractual services, or extension(s) to existing contracts costing in excess of \$50,000 shall require the approval of the City Commission, except that no prior approval shall be required for the following: (see policy for list)

DESCRIPTION OF THE MATERIAL OR SERVICE TO BE PROVIDED: Record Retention Storage and Destruction Services for City Departments and GRU

PROPOSED VENDOR/CONTRACTOR NAME: Iron Mountain Information Management, LLC

ADDRESS: One Federal Street

CITY, STATE, ZIP: Boston, MA 02110

## INDICATE ONE METHOD OF SOURCE SELECTION

(CHECK ONLY ONE OF 1-7 BELOW)

1. ☐ OTHER AGENCY\*: Purchasing Policy #060732, Section 6.3(c) Materials, equipment or services purchased under state or federal contracts or other public agency cooperative purchasing opportunities.

\* When utilizing other public agency competitive purchasing opportunities you must obtain and attach a copy of all elements of the "other agency" bid award:

- ☐ Invitation to Bid
- ☐ Bid Record
- ☐ Awarded Bid Response(s)
  - ☐ Vendor name
  - ☐ Commodities/services awarded
  - ☐ Award price
- ☐ Complete Contract

2. ☐ UTILITY: Purchasing Policy #060732, Section 6.3(d) Utility services when the subject utility is the only available source of such service.

3. ☐ CONTRACTUAL: (PROFESSIONAL SERVICES\*) Purchasing Policy #060732, Section 6.3(e) Contractual services of a professional\* nature whose cost does not exceed \$50,000, except as required by State law and except for legal services in connection with litigation involving the City. Continuing contracts for professional services of indefinite duration shall be reviewed for appropriateness with regard to the quality of the service and the competitiveness of the cost. Such review shall be the responsibility of the appropriate charter officer and his/her designee and shall be conducted not less than every five years.

\* Services which involve extended analysis, the exercise of discretion and independent judgment in their performance, and an advanced, specialized type of knowledge, expertise, or training customarily acquired either by a prolonged course of study or equivalent experience in the field.

Written detailed justification is required and must be attached to the signed Method of Source Selection form.

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## METHOD OF SOURCE SELECTION

4. ☐ EMERGENCY:

Purchasing Policy #060732, Section 6.3(f) Emergency purchases, at the discretion of the (City) Manager, where the circumstances of the emergency do not permit sufficient time to obtain competitive quotes.

# CITY OF GAINESVILLE, GENERAL GOVERNMENT

## METHOD OF SOURCE SELECTION

### NON-COMPETITIVE SITUATIONS:

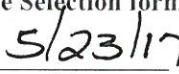
Non-Competitive Situation Justification form is required and must be attached to the signed Method of Source Selection form. REQUISITIONER/REQUESTER **shall complete the attached NON-COMPETITIVE SITUATION JUSTIFICATION form** with supporting documentation as to why the vendor/contractor is the **ONLY APPROVED SOURCE/SOLE SOURCE/SPECIFIED SOURCE** to provide the commodity/service. **Attach** all supporting documentation, including detailed written justification to the Method of Source Selection form for review and approval or rejection by the applicable listed City approving authorities.

5. ☐ ONLY APPROVED: Purchasing Policy #060732, Section 5(o) – Only one source meets the stated requirements of a specification based on a thorough qualitative and/or quantitative evaluation.
6. ☐ SOLE SOURCE: Purchasing Policy #060732, Section 5(r) – The only source through which materials or services may be purchased.
7. ☒ SPECIFIED SOURCE: Purchasing Policy #060732, Section 5(s) – A source selected without competitive bidding for justifiable reasons.

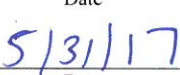
**The REQUISITIONER/REQUESTER hereby attests (certify under oath) that he/she took part in the procurement represented and that he/she is independent of, and have no conflict of interest in, the entity evaluated and selected. He/she recommends that competitive bidding be waived and that the material or service be purchased from the vendor indicated based on the existence of a non-competitive situation as described and attached in detail hereto.**


Written detailed justification is required and must be attached to the signed Method of Source Selection form.

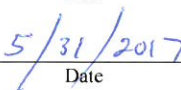
  
REQUISITIONER/REQUESTER

  
Date

  
DEPARTMENT (DIVISION) HEAD SIGNATURE

  
Date

  
PURCHASING MANAGER OR DESIGNEE  
(Only required if using a Non-Competitive Situation)

  
Date

  
LEADERSHIP TEAM (DEPARTMENT HEAD) SIGNATURE

  
Date

EXECUTIVE TEAM (LEADERSHIP TEAM) SIGNATURE

Date

CHARTER OFFICER (EXECUTIVE TEAM) SIGNATURE

Date



## NON-COMPETITIVE SITUATIONS JUSTIFICATION

PROPOSED VENDOR/CONTRACTOR NAME: Iron Mountain Information Management LLC

MATERIAL OR SERVICE TO BE PROVIDED: Record Retention Storage and Destruction Services

PURCHASE/PROJECT AMOUNT: \$Estimated at 50,000.00 annually for GG and Estimated at 16,000.00 annually for GRU

(CHECK ONLY **ONE** OF 1-3 BELOW)

1. ☐ This is an only approved source because (complete #4 & #5): (Please be specific): \_\_\_\_\_

2. ☐ This is a specified source because (complete #4 & #5): (Please be specific): \_\_\_\_\_

3. ☐ This is a sole source because (complete #4 & #5):

☐ sole provider of a licensed or patented good or service

☐ sole provider of items that are compatible with existing equipment, inventory, systems, programs or services

☒ sole provider of goods and services for which the City has established a standard

☐ sole provider serving the geographic area in which the City is located of factory-authorized warranty, maintenance, or support services

☐ sole provider of goods or services that will meet the specialized needs of the City or perform the intended function (please detail below or in an attachment)

☐ the vendor/distributor is a holder of a used item that would represent good value and is advantageous to the City (please attach information on market price survey, availability, etc.)

☐ Other (attach memo with justification)

4. What necessary features does this vendor provide which are not available from other vendors? (Please be specific): Location within designated mileage 30 miles

5. What steps were taken to verify that these features are not available elsewhere?

☒ Other brands/manufacturers were examined (please indicate the method of research, including names and contact information, and explain why these were not suitable). Demand Star, Internet Search

☐ Other vendors were contacted (please indicate the method of research, including names and contact information, and explain why these were not suitable). \_\_\_\_\_

### Statement of Need:

This proposed non-competitive waiver is based upon an objective review of the required product/service and appears to be in the best interest of the City. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favors or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence on my request to waive competitive bidding on this purchase when there are other known suppliers to exist.

Belinda Morris  
Printed Name of Requester

Belinda Morris  
Signature of Requester

5/23/17  
Date

### Department (Division) Head:

[Signature]  
Signature of Department (Division) Head

5/31/17  
Date

### Purchasing: Approved as to reasonableness of justification

[Signature]  
Purchasing Manager or designee

5/31/2017  
Date

**Written detailed justification as required for the selection above.  
(designate the paragraph number from above)**

Iron Mountain Information Management LLC. is the only vendor that provides a storage facility, located within a 30 mile radius the City of Gainesville.

Multiple Departments of the City of Gainesville make daily visits to the storage facility, to retrieve necessary files for Public Records Request and for files related to Police Investigations.

The travel cost including staff time and expense for any vendor outside of the 30 mile radius would be costly. The public interest, staff time, and Budget constraints, necessitates the storage facility to be readily accessible. Iron Mountain, is the ONLY vendor that meets that requirement.

Staff recommends, the City Commission approve, Iron Mountain Information Management LLC. as our record storage provider.

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