



Legislation Details (With Text)

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Type: Staff Recommendation **Status:** Passed
File created: 11/8/2017 **In control:** City Manager
On agenda: 12/7/2017 **Final action:** 12/7/2017
Title: Contract for City-wide Records Storage Services (B)

This is a request for the City Commission to authorize a contract for city-wide records storage services to Iron Mountain Information Management, Inc.

Sponsors:

Indexes:

Code sections:

Attachments: 1. 170560A_Agreement_20171207.pdf, 2. 170560B_Method of Source Selection_20171207.pdf, 3. 170560C_Cost Estimates Research_20171207.pdf

| Date | Ver. | Action By | Action | Result |
|-----------|------|-----------------|-------------------------|--------|
| 12/7/2017 | 1 | City Commission | Approved as Recommended | |

Contract for City-wide Records Storage Services (B)

This is a request for the City Commission to authorize a contract for city-wide records storage services to Iron Mountain Information Management, Inc.

The City of Gainesville stores approximately 12,483 cubic feet of files. Iron Mountain Information Management, Inc. is the only vendor that meets the records storage criteria outlined in the contract. The contract will be for a period of three years, with the option to extend for an additional two years upon mutual consent. Contract pricing for core services are outlined separately per year, under Schedule A, effective October 1, 2017 through September 30, 2020 for the first three years.

Funds for record storage are budgeted and available annually in each individual departmental allocation. The estimated annual expenditure of \$50,000 per year, is based on an average of past years cost for storage activity and miscellaneous services; \$250,000 is the estimated total for the five year term. Sole source was the method of selection used for contact selection.

The City Commission: 1) authorize the contract to Iron Mountain Information Management, Inc. for city-wide records storage services; and 2) authorize the City Manager to execute the contract and related documents subject to approval of the City Attorney as to form and legality.