



Legislation Text

File #: 060476., **Version:** 0

Bid Award - Contract for City-wide Records Storage Services (B)

This item involves a request for the City Commission to authorize the bid award of a contract for city-wide records storage services to Iron Mountain Information Management, Inc.

The City of Gainesville stores approximately 7041boxes (9295 cubic feet) of files. On June 5, 2006, the City's Purchasing Division solicited bids for the annual contract for city-wide records storage services. One bid was received out of seven (7) plan holders. Iron Mountain Information Management, Inc. was the responsive bidder. The contract will be for a three (3) year period with the option to extend for an additional twelve (12) month period, up to two (2) such extensions, upon mutual consent.

Funds for record storage are budgeted and available annually in each individual departmental allocation. The estimated annual expenditure is \$40,000 based on 2006 storage activity and miscellaneous services.

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

Alternative Recommendation A:

The City Commission deny the request for the bid award to Iron Mountain Information Management, Inc. and direct the City Manager to rebid.

Alternative Recommendation B:

The City Commission deny the request for the bid award to Iron Mountain Information Management, Inc. and direct staff to provide their own storage facility and staff.