Legislation Details (With Text)

File #:	120232. **Version:** 0	**Name:**	Contract for City-wide Records Storage Services (B)
Type:	Staff Recommendation	**Status:**	Passed
File created:	8/16/2012	**In control:**	City Manager
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Title: Contract for City-wide Records Storage Services (B)

This agenda item involves 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. 120232_Sole Source & Records Storage Contract_20120816.pdf

Date	Ver.	Action By	Action	Result
8/16/2012	0	City Commission	Approved as Recommended	Pass

Contract for City-wide Records Storage Services (B)

This agenda item involves 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 8930 boxes (12378.5 cubic feet) of files. Iron Mountain Information Management, Inc. is the only vendor that meets the record storage criteria outlined in the contract. The contract will be for a period three (3) years, with the option to extend for an additional two (2) years upon mutual consent. Contract pricing for Core Services are outlined separately per year, under Schedule A, effective February 1, 2012 through January 31, 2017.

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 contract 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 all related documents.