

TOWN OF DAVIE
TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Barbara McDaniel, MMC, Assistant Town Clerk/954-797-1023

PREPARED BY: Barbara McDaniel, MMC, Assistant Town Clerk

SUBJECT: Off-site Storage of Records

AFFECTED DISTRICT: n/a

ITEM REQUEST: **Schedule for Council Meeting**

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING AN EXTENSION OF THE CONTRACT BETWEEN THE TOWN AND IRON MOUNTAIN FOR OFF-SITE RECORD STORAGE SERVICES. (\$10,000/approximate)

REPORT IN BRIEF: The Town Council awarded a contract to Iron Mountain (formerly Secure Data Storage) for off-site record storage services by Resolution R-2003-86. The contract covers the monthly storage of off-site records plus the retrieval of any requested archived records. The initial contract period was three (3) years with options to extend the contract for three (3) additional one (1) year terms. The current contract period is scheduled to expire on April 2, 2008. The initial contract price remains unchanged and the Town Clerk's Office has been satisfied with the service provided by Iron Mountain. The Town Clerk's Office and the vendor wish to exercise the option to extend the contract for the third one (1) year term. If approved, the extension would cover the period of April 3, 2008 through April 2, 2009.

PREVIOUS ACTIONS: R-2003-86 (April 2, 2003) and R-2006-29 (approved February 1, 2006), R-2007-85 (approved March 22, 2007)

CONCURRENCES: The Town Clerk's Office and the vendor wish to extend the contract.

FISCAL IMPACT: Yes

Has request been budgeted? Yes

If yes, expected cost: \$10,000/year (approximate)

Account Name: Town Clerk's Office-Contractual Services Account

Additional Comments: The \$10,000 referenced above covers the monthly storage cost. All requests for retrieval of records are charged to the requesting department.

RECOMMENDATION(S): Motion to approve the resolution

Attachment(s): Resolution, Town Clerk's Office memo dated January 25, 2008 and letter from vendor dated January 24, 2008

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING AN EXTENSION OF THE CONTRACT BETWEEN THE TOWN AND IRON MOUNTAIN FOR OFF-SITE RECORD STORAGE SERVICES.

WHEREAS, the Town awarded a contract for off-site record storage services by Resolution R-2003-86; and

WHEREAS, the contract is scheduled to expire on April 2, 2008; and

WHEREAS, the terms and conditions of the contract allow for three (3) additional one (1) year extensions by mutual agreement of the parties; and

WHEREAS, the Town and the vendor desire to extend the contract for the third one (1) year term.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council approves the third one (1) year extension of the contract with Iron Mountain for off-site record storage services covering the period of April 3, 2008 through April 2, 2009.

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

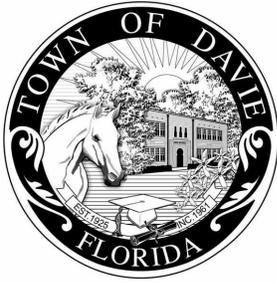
PASSED AND ADOPTED THIS _____ DAY OF _____,
2008

ER
Attest:

MAYOR/COUNCILMEMB

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2008



OFFICE OF THE TOWN CLERK

6591 ORANGE DRIVE Y DAVIE, FLORIDA 33314-3399
PHONE: 954.797.1023 Y FAX: 954.797.1087 Y WWW.DAVIE-FL.GOV

Memorandum

TO:	Herb Hyman, Procurement Manager
FROM:	Barbara McDaniel, MMC, Assistant Town Clerk
THROUGH:	Russell C. Muniz, CMC, Town Clerk
SUBJECT:	Extension of Off-Site Storage of Records
DATE:	January 30, 2008

The bid for off-site storage of records was approved by Council on April 2, 2003. Iron Mountain (previously known as Secure Data Storage) has agreed to extend the current contract. This office has received good service from the vendor and it is our opinion that there would be no benefit to competitively rebid this service because of the work and training involved with transferring all records to another vendor.

The current contract provided for three (3) additional one (1) year extensions and this would be the third extension. The second extension was approved by Council on March 22, 2007.

This Office recommends that the contract be extended for an additional year as per the original contract.



January 24, 2008

Sheila Preston
Town of Davie
6591 Orange Drive
Davie, FL. 33314

RE: Off-Site Records Storage RFP No. B-03-41

Dear Sheila Preston,

Please accept this letter as confirmation that Iron Mountain will continue to follow the terms and conditions of the agreement that was awarded pursuant to the Town of Davie's Off-Site Records Storage RFP No. B-03-41, including the pricing that is currently in place with the Town of Davie. The RFP was initially awarded to Secure Data Storage, Inc., which was acquired by Archives One, and that company was subsequently acquired by Iron Mountain Information Management, Inc.

Please let me know if you have any questions or comments.

Very truly yours,

Rachel Villamonte
Manager, Account Services
Iron Mountain