

TOWN OF DAVIE

TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Herb Hyman/797-1016

SUBJECT: Resolution

AFFECTED DISTRICT: N/A

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ACCEPTING THE BID FOR OFF-SITE RECORD STORAGE SERVICES.

REPORT IN BRIEF: A competitive bid was conducted for off-site record storage services. The Town sent out specifications to seven (7) prospective bidders. Additionally, the bid was advertised state-wide in Florida Bid Reporting and nationally in BidNet and also posted on the Town's web site. The Town received six (6) bids. After receipt of bids, the Town Clerk and the Assistant Town Clerk did site inspections of the four lowest bidders' facilities to ensure compliance with the specifications and State of Florida guidelines for storage of records. The amount of the bid is for the entire three year contract period. The recommendation is for International data Depository as the lowest responsive and responsible bidder.

PREVIOUS ACTIONS: Not applicable

CONCURRENCES: The recommended award has been reviewed by the Town Clerk and the Bid Specification Committee who concur with the decision to award to International Data Depository.

FISCAL IMPACT:

Has request been budgeted? yes

If yes, expected cost: \$25,198.77

Account Name: Town Clerk-Contractual Services Account.

Additional Comments: Not applicable

RECOMMENDATION(S): Motion to approve the resolution.

Attachment(s):

Procurement Authorization

Bid Tabulation

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ACCEPTING THE BID FOR OFF-SITE RECORD STORAGE SERVICES.

WHEREAS, the Town is in need of off-site record storage services; and

WHEREAS, the Town solicited sealed bids for such record storage services; and

WHEREAS, after review, the Town Council wishes to accept the bid from International Data Depository.

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

SECTION 1. The Town Council hereby accepts the bid from International Data Depository for off-site record storage services in the amount of \$23,120.85.00.

SECTION 2. The Town Council hereby authorizes the expenditure from the Town Clerk-Contractual Services Account.

SECTION 3 The initial term is three (3) years with options to extend the contract for three (3) additional one (1) year terms by mutual agreement of the parties. Contract extensions, if appropriate, will be handled administratively by staff subject to budgetary approval by Town Council.

SECTION 4. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2002

MAYOR/COUNCILMEMBER

Attest:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2002

TOWN OF DAVIE PROCUREMENT AUTHORIZATION

ACCOUNT NUMBER

001-0324-513-0306

ADMIN SVCS - CONTRACTUAL
SERVICES

BUDGET ITEM & DESCRIPTION

Off-Site Records Storage

APPROXIMATE COST

\$11,000/YR.

METHOD OF PROCUREMENT (check the one that applies)

Open Competitive Bidding
 Piggyback on Contract Number _____
 Sole Source

CHECKLIST, SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED

Signed _____
Department Head

Have Funds been Reserved NA FY 2002-2003
Date 8/16/02 Signed (HP)

Signed _____
Town Administrator

<u>VENDOR</u>	<u>BIDS SUBMITTED</u>	<u>COST</u>
INTERNATIONAL DATA DEPOSITORY		\$ 25,198.77
THE STORE ROOM		\$ 25,368.00
ARCHIVE AMERICA		\$ 32,649.72
STERLING RECORDS		\$ 33,189.75
IRON MOUNTAIN		\$ 35,955.00
SECURE DATA		\$ 58,527.00

Signed _____
Purchasing Specialist

TOWN ADMINISTRATOR'S RECOMMENDATION

<u>Vendor</u>	<u>Cost</u>
INTERNATIONAL DATA DEPOSITORY	\$ 25,198.77

Signed _____
Town Administrator

	A	B	C	D	E	F	G
1			OFF-SITE RECORD STORAGE				
2							
3							
4		INTL DATA	THE STORE	ARCHIVE	STERLING	IRON	SECURE
5		DEPOSITORY	ROOM	AMERICA	RECORDS	MOUNTAIN	DATA
6							
7		BASE STORAGE					
8		CATALOG & DATA ENTRY, SHELF FILING, DELIVERY					
9		INITIAL COST OF TRANSFER					
10		PERMANENT RETRIEVAL COST					
11							
12		TOTAL					
		\$25198.77	\$25368.00	\$32649.72	\$33189.75	\$35955.00	\$58527.00
		\$15120.00	\$13608.00	\$18900.00	\$11340.00	\$15120.00	\$30240.00
		\$5878.77	\$12360.00	\$6819.72	\$16179.75	\$12435.00	\$21987.00
		\$4200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3150.00
		\$0.00	\$0.00	\$6930.00	\$5670.00	\$8400.00	\$3150.00