

**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, SELECTING THE FIRM OF SECURE DATA STORAGE TO PROVIDE OFF-SITE RECORD STORAGE SERVICES AND AUTHORIZING THE APPROPRIATE TOWN STAFF MEMBERS TO EXECUTE REQUIRED AGREEMENTS.

REPORT IN BRIEF: The Town solicited competitive sealed proposals for off-site record storage services to store Town records. RFP documents were sent to nine (9) prospective proposers. 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 three (3) proposals. The Town Clerk and the Assistant Town Clerk visited facilities to make certain that the proposed facilities met the specification requirements. Following site visits and after reviewing the proposals, the Town Clerk's Office ranked the firms. Secure Data Storage offered the lowest price and had a facility that complied with the specifications. The recommendation is for Secure Data Storage as the top ranked firm. 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 by staff subject to budgetary approval by Town Council.

PREVIOUS ACTIONS: Not applicable.

CONCURRENCES: The firm of Secure Data Storage was chosen by the Town Clerk's Office and approved by the selection committee.

FISCAL IMPACT:

Has request been budgeted? yes

If yes, expected cost: \$29,853.00 for the initial three (3) year contract

Account Name: Town Clerk-Contractual Services Account

Additional Comments: Not applicable

RECOMMENDATION(S): Motion to approve the resolution.

Attachment(s):

Procurement Authorization

Recommendation memo from Town Clerk's Office

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, SELECTING THE FIRM OF SECURE DATA STORAGE TO PROVIDE OFF-SITE RECORD STORAGE SERVICES AND AUTHORIZING THE APPROPRIATE TOWN STAFF MEMBERS TO EXECUTE REQUIRED AGREEMENTS.

WHEREAS, the Town solicited proposals for off-site record storage services; and

WHEREAS, the selection committee has selected Secure Data Storage as the firm best qualified to provide the required services; and

WHEREAS, it is in the Town's best interest to execute an agreement for such services.

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

SECTION 1. The Town Council of the Town of Davie does hereby accept the selection of Secure Data Storage as the firm best qualified to provide the required services and authorizes the appropriate staff members to execute an agreement. Should no agreement be reached with the highest ranking firm, then the Town Administrator or his designee shall negotiate with the next ranked firm.

SECTION 2. 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 3. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2003

MAYOR/COUNCILMEMBER

Attest:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2003

TOWN OF DAVIE PROCUREMENT AUTHORIZATION

ACCOUNT NUMBER, BUDGET ITEM & DESCRIPTION APPROXIMATE COST
 001-0324-513-0306 OFF SITE STORAGE \$15,000/YR.

METHOD OF PROCUREMENT (check the one that applies)

- Open Competitive Bidding
- Piggyback on Contract Number _____
- Sole Source
- Request For Proposals

SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED

Signed [Signature]
 Department Head

Have Funds been Reserved N/A

Date 3/21/03 Signed [Signature]

Signed _____
 Town Administrator

<u>VENDOR</u>	<u>BIDS SUBMITTED</u>	<u>COST</u>
SECURE DATA STORAGE		629,853.00
STERLING RECORDS MANAGEMENT		31,929.75
INTERNATIONAL DATA DEPOSITORY		39,531.30

* PRICING IS FOR A THREE (3) YEAR CONTRACT

Signed [Signature]
 Procurement Manager

<u>TOWN ADMINISTRATOR'S RECOMMENDATION</u>	
<u>Vendor</u>	<u>Cost</u>

Signed _____
 Town Administrator

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MEMORANDUM

TOWN CLERK'S OFFICE

TO: Bid Specification Committee

FROM: Russell C. Muniz, Town Clerk

DATE: March 21, 2003

SUBJECT: Recommendation of Award

The results of the Request for Proposals off-site records storage indicate that Secure Data Storage submitted the lowest cost proposal. A site inspection was performed last week and the facility meets the requirements set forth in the proposal, and as such I am recommending that the contract for off-site records storage services be awarded to Secure Data Storage.

Please contact me if you have any questions pertaining to this matter.