



**CITY OF FORT LAUDERDALE
City Commission Agenda Memo
REGULAR MEETING**

#19-0711

TO: Honorable Mayor & Members of the
Fort Lauderdale City Commission

FROM: Chris Lagerbloom, ICMA-CM, City Manager

DATE: September 17, 2019

TITLE: Motion Terminating Contract for Convenience with U & Me Transfer Inc.
and Approving Contract for Purchase of Records Storage, Retrieval and
Disposal Services - VRC Companies, LLC – \$295,542 (estimated three-
year total) – **(Commission Districts 1, 2, 3 and 4)**

Recommendation

It is recommended that the City Commission terminate for convenience Contract No. 12143-885 with U & Me Transfer Inc. for records storage, retrieval and disposal services and approving a three-year contract, in substantially the form attached, with VRC Companies, LLC (“VRC”) for the same services with an estimated three-year total of \$295,542, and authorize the City Manager to approve one additional one-year renewal option contingent upon appropriation of funds.

Background

The City Clerk is the Records Management Liaison Officer for the City of Fort Lauderdale. As such, they are responsible for maintaining records per the retention schedules. Due to the large volume of records required to be retained, the City stores these records off-site at a vendor’s facility.

The background of the solicitation process includes the following:

- On March 14, 2019, the Procurement Services Division released Request for Proposal (“RFP”) No. 12257-095 - Records Storage, Retrieval and Disposal Services.
- On April 10, 2019, the RFP closed with a total of three firms submitting proposals. One of the three vendors that responded is either a Minority-Owned Business Enterprise, Women-Owned Business Enterprise, or Small Business Enterprise:
 1. SML Document Services
 2. VRC
 3. International Data Depository (“IDD”)

SML Document Services was deemed non-responsive because it did not submit a Statement on Standards for Attestation Engagements 18 Service Organization Controls (“SSAE SOC”) report as per the solicitation.

- On April 24, 2019, the evaluation committee consisting of three committee members – Casandra Brown, Assistant City Clerk III, City Clerk’s Office; Sharon Coryell, Assistant City Clerk II, City Clerk’s Office; and Joan Bubeck, Administrative Assistant, Sustainable Development - met with Teresa Wright, Procurement Specialist and visited the facilities of VRC and IDD.
- On May 8, 2019, the evaluation committee met with procurement staff to evaluate and rank the firms based on the following evaluation criteria:

Understanding of the overall needs of the City for such services, as presented in the narrative proposal and questionnaire to accomplish the work required, accurately and efficiently. This will include pro-active problem identification and effective solutions of providing the services.	30%
Facilities and Resources	15%
Experience, qualifications and past performance of the proposing firm, including persons proposed to provide the services.	25%
Cost to the City	30%
TOTAL PERCENT AVAILABLE:	100%

However, rather than rank the firms, the committee requested that Procurement reach out to the firms for best and final offers (“BAFOs”) in addition to having the firms answer a questionnaire to determine if the firms understood the City’s needs.

- On May 15, 2019, the committee met to discuss the questionnaire and invited the proposers to make presentations.
- On May 21, 2019 the committee attended presentations and afterwards agreed to send the proposers the questionnaire and request BAFOs.
- On June 5, 2019, the committee evaluated the proposers based on the evaluation criteria and voted to award IDD with the contract contingent upon the company meeting all standards set forth in the solicitation. If not, the committee agreed that VRC would be the next acceptable proposer.

The City’s controller noted that IDD’s SSAE SOC report was not written according to the American Institute of Certified Public Accountants (“AICPA”) guidelines, but the vendor informed staff that if awarded it resolve the findings expeditiously. IDD was given two weeks to submit the appropriate SSAE SOC report. After review of the second SSAE SOC report, the City’s controller found that the report was not written in accordance with AICPA guidelines and the CPA’ s license was not valid; therefore, IDD was also deemed non-responsive.

Staff recommends the City Commission award a three-year contract to VRC for records storage, retrieval & disposal services.

Resource Impact

Current fiscal impact to the City - \$11,852. Funding is available in the FY 2019 Budget in the accounts listed below (funds are currently encumbered for the Clerk’s Office on purchase orders PP191286 for \$9,345 and PP181810 for \$58,434.22 and will be released to fund the new contract). Future year expenditures are contingent upon the approval and appropriation of the annual budget.

<i>Funds available as of September 9, 2019</i>					
ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	AMOUNT
001-CLK010101-3299	City Clerk Administration	Services & Materials/ Other Services	\$218,122	\$(36,204)	\$8,252
140- DSD034002-3299	Building Permits	Services & Materials/ Other Services	\$3,683,102	\$853,049	\$3,600
TOTAL AMOUNT ►					\$11,852

Strategic Connections

This item is a *Press Play Fort Lauderdale Strategic Plan 2018* initiative, included within the Internal Support Cylinder of Excellence, specifically advancing:

- Goal 12: Be a leading government organization, managing resources wisely and sustainably.
 - Objective 1: Ensure sound fiscal management.

This item advances the *Fast Forward Fort Lauderdale Vision Plan 2035: We are Here*.

Attachments

- Exhibit 1 – Solicitation
- Exhibit 2 – SML Document Services Proposal
- Exhibit 3 – VRC Companies, LLC Proposal
- Exhibit 4 – International Data Depository Proposal
- Exhibit 5 – BAFOs Tabulation
- Exhibit 6 – Contract

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