



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

#13-0576

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

FROM: Lee Feldman, ICMA-CM, City Manager

DATE: May 7, 2013

TITLE: Motion to approve a three year contract for records storage, retrieval and disposal services – Request for Proposal (RFP) 133-11150 - \$118,278.90 (estimated three year total)

Recommendation

It is recommended that the City Commission approve a three-year contract for records storage, retrieval and disposal services to top ranked proposer U & Me Transfer, Inc., in the estimated annual amount of \$39,426.30, (estimated three year amount of \$118,278.90), and authorize the City Manager to approve all renewal options contingent upon approval and appropriation of funds.

Background

On March 5, 2013 the Procurement Services Division released an RFP for records storage, retrieval and disposal services. The City received four proposals on March 27, 2013. The evaluation committee reviewed and scored criteria, including reference checks, staffing resources, experience, facilities and qualifications.

The evaluation committee voting members consisting of Carol Sayer, Assistant City Clerk III, Sharon Coryell, Assistant City Clerk II, and Verna Kelly, Clerk III Police Department met and ranked U & Me Transfer, Inc. the top ranked proposer.

This program was transferred to the City Clerk last spring. Procedures have been systematized and streamlined. In the course of these changes, the City Clerk's Office has been able to achieve a recurring annual contract savings of \$13,872 going forward in the coming year. The City Clerk's office has also planned citywide training.

Resource Impact

There is fiscal impact to the City for fiscal year 2013 in the amount of \$39,426.30. Future expenditures are contingent upon approval and appropriation of the FY2014 and FY2015 annual budgets.

FUNDS AVAILABILTY LOCATION:

FY	FUND	SUB FUND	FUND NAME	INDEX #	INDEX NAME	SUB OBJ #	SUBJECT NAME	AMOUNT
2013	001	01	GENERAL	CLK010101	ADMINISTRATION	3299	OTHER SERVICES	\$39,426.30
2014	001	01	GENERAL	CLK010101	ADMINISTRATION	3299	OTHER SERVICES	\$39,426.30
2015	001	01	GENERAL	CLK010101	ADMINISTRATION	3299	OTHER SERVICES	\$39,426.30
TOTAL								\$118,278.90

Attachment

Exhibit 1 – Evaluation Committee Tabulation 133-11150

Prepared by: Michael F. Walker, Manager, Procurement and Contracts
 Carrie Keohane, Administrative Assistant I

Department Director: Jonda Joseph, City Clerk