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

**FROM:** David Soloman, City Clerk

**DATE:** July 5, 2023

**TITLE:** Motion Approving Agreement for Records Storage, Retrieval and Disposal  
Services - Access Information Management Corporation - \$501,894  
(estimated three-year total) - (**Commission Districts 1, 2, 3 and 4**)

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**Recommendation**

Staff recommends the City Commission approve an Agreement for Records Storage, Retrieval and Disposal Services with Access Information Management Corporation (Access), in substantially the form attached, for an estimated initial three (3) year contract term amount of \$501,894 and a one-time data entry and records inventory cost of \$29,175, and payment of a permanent removal cost of \$55,936 to the current vendor, VRC Companies, LLC, to move City records from the current vendor to the new vendor; and authorize the City Manager to approve one additional one-year extension option in the estimated annual amount of \$167,298, for a potential total contract amount of \$754,303.

**Background**

The City Clerk is the Records Management Liaison Officer for the City of Fort Lauderdale. As such, the City Clerk's Office is 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 December 2, 2022, the Procurement Services Division released Request for Proposal ("RFP") No. 12733-435 - Records Storage, Retrieval and Disposal Services.
- On December 30, 2022, the RFP closed with a total of two firms submitting proposals.
  - Access Information Management Corporation (Access)
  - Vital Records Control (VRC)
- On February 24, 2023, the Evaluation Committee consisting of three (3) committee members met for an initial evaluation meeting. After presentations and questions

and answers, the evaluation committee expressed their desire to conduct site visits of both firms who submitted responses.

- On March 9, 2023, and March 29, 2023, the evaluation committee visited the facilities of Access and VRC, respectively.
- On May 12, 2023, 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 Technical Specifications/Scope of Services to accomplish the work required, accurately and efficiently. This will include pro-active problem identification and effective solutions of providing the services, facilities and resources.	35%
Experience, qualifications, and past performance of the proposing firm, including persons proposed to provide the services.	35%
Cost to the City	30%
<b>TOTAL PERCENT AVAILABLE:</b>	<b>100%</b>

The Evaluation Committee determined that Access is the highest ranked, responsive, and responsible firm.

**Resource Impact**

Current fiscal impact to the City - \$82,436. Funding is available in the FY 2023 Budget. Future year expenditures are contingent upon the approval and appropriation of the annual budget.

<b>Funds available as of June 22, 2023</b>					
<b>ACCOUNT NUMBER</b>	<b>COST CENTER NAME (Program)</b>	<b>CHARACTER/ ACCOUNT NAME</b>	<b>AMENDED BUDGET (Character)</b>	<b>AVAILABLE BALANCE (Character)</b>	<b>AMOUNT</b>
10-001-1101-512-30-3299	City Clerk Administration	Services & Materials/Other Services	\$408,947	\$232,894	\$74,376
10-140-3101-524-30-3299	Building Permits	Services & Materials/ Other Services	\$3,598,720	\$1,346,427	\$8,060
<b>TOTAL AMOUNT ►</b>					<b>\$82,436</b>

### **Strategic Connections**

This item supports the *Press Play Fort Lauderdale 2024* Strategic Plan, specifically advancing:

- The Internal Support Focus Area
- Goal 8: Build a leading government organization that manages all resources wisely and sustainably.
- Objective: Maintain financial integrity through sound budgeting practices, prudent fiscal management, cost effective operations, and long-term financial planning

This item advances the *Fast Forward Fort Lauderdale 2035* Vision Plan: We Are United.

### **Attachments**

Exhibit 1 - Solicitation

Exhibit 2 - Bid Tabulation

Exhibit 3 - Access Information Management Corporation Response

Exhibit 4 - Vital Records Control Response

Exhibit 5 - Agreement

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Prepared by:                      Casandra Brown, Deputy City Clerk, City Clerk's Office  
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