



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

**#15-1265**

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

**FROM:** Lee R. Feldman, ICMA-CM, City Manager

**DATE:** October 6, 2015

**TITLE:** Motion to Ratify Purchase of Services of \$36,515 and Approve the  
Purchase of Additional Services in the Amount of \$48,600 for Records  
Retrieval, Storage and Disposal Services - U & Me Transfer Inc.

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**Recommendation**

It is recommended that the City Commission ratify purchase of services in the amount of \$36,515 for records storage, retrieval and disposal and approve the purchase of additional services from U & Me Transfer Inc. in the amount of \$48,600 for contract 133-11150.

**Background**

In March of 2012, the City Clerk's Office accepted responsibility for the citywide records management function. After completing a preliminary review, several opportunities were identified for long-term efficiencies and monetary savings. Thousands of boxes were estimated to be in storage and eligible for disposal according to Florida's general records retention schedules.

The City Clerk's Office has exceeded the estimated three-year contract amount of \$118,279 by \$36,515 (\$21,879 - already paid, \$9,236 - billed for August 2015 and \$5,400 estimated for September 2015) in two years. An additional \$48,600 is estimated for services through the remainder of the contract term - expiring in July of 2016.

In fiscal years 2012-2015, the City Clerk's Office coordinated with several departments and disposed of 12,561 boxes previously held in storage resulting in an annual savings of \$16,580 (\$165,800 over a ten-year period).

During the second year of managing the citywide records program, U & Me Transfer Inc was awarded contract number 133-11150 for records storage, retrieval and disposal. At that time, the three-year contract value was estimated at \$118,279. Although budgeted appropriations in each fiscal year were adequate to accommodate the Office's needs, the RFP and resulting three-year contract estimated only one box per year for disposal. Therefore the total estimated value did not account for the costs/demands of the thousands of boxes destroyed citywide.

Per section 3.05 of Contract 133-11150 (see below), the contractor met the needs of the City even though the estimated number of boxes disposed was not included in the estimate.

**3.05 WARRANTIES OF USAGE:** Any quantities listed in this ITB as estimated or projected are provided for tabulation and information purposes only. No warranty or guarantee of quantities is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.

The City Clerk's Office continues to manage the city-wide records program, and will ensure appropriate tracking of purchase orders, not-to-exceed contract maximum amounts and budgeted amounts, for the remainder of the contract's final year.

To this end, staff will take the following measures to minimize future occurrences:

- Track the approved contract value in relation to expenditures.
- Track purchase orders to match approved contracted maximum expenditures.

#### **Resource Impact**

There will be a fiscal impact to the City in the amount of \$48,600 for FY 2016.

Funds available as of October 1, 2015					
ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Object Code)	AVAILABLE BALANCE (Object Code)	PURCHASE AMOUNT
001 – CLK010101- 3299	Administration	Services & Materials/ Other Professional Services	\$64,500	\$64,500	\$48,600
PURCHASE TOTAL ►					\$48,600

#### **Attachment**

Exhibit 1 – U & Me Transfer Inc. Contract 133-11150

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