



CITY OF FORT LAUDERDALE
City Commission Agenda Memo
REGULAR MEETING

#18-0863

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

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

DATE: September 4, 2018

TITLE: Motion to Approve Contract for Purchase of Records Storage, Retrieval and Disposal Services – U & Me Transfer, Inc. - \$216,000 (estimated three-year total)

Recommendation

It is recommended that the City Commission approve a three-year contract, in substantially the form attached, with U & Me Transfer, Inc. (U&Me) for the purchase of records storage, retrieval and disposal services in the estimated amount of \$216,000; and authorize the City Manager to approve two additional one-year renewal options contingent upon appropriation of funds.

Background

The City Clerk is the Records Management Liaison Officer for the City of Fort Lauderdale. Part of this responsibility is to maintain records per the retention schedules as set forth in Florida State Statute 119. 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 May 11, 2018, Procurement Services Division released Request for Proposal (RFP) 12109-885 - Records Storage, Retrieval and Disposal Services.
- On June 12, 2018, the RFP closed with a total of three firms submitting proposals. One was deemed non-responsive as they did not sign the Bid/Proposal Page, nor did they fill out and provide the mandatory questionnaire.
 1. GRM Information Management Services of Miami LLC – (GRM)
 2. U&Me.
 3. Value Store It - Self Storage – Non-Responsive
- July 5, 2018 - 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 Nichole Billings, Service Clerk,

Sustainable Development - met with Laurie Platkin, Procurement Specialist II, 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.	35%
Experience, qualifications and past performance of the proposing firm, including persons proposed to provide the services, facilities, resources and references.	35%
Cost to the City	30%
TOTAL PERCENT AVAILABLE:	100%

GRM and U&Me were deemed responsive, responsible proposers, and it was determined that site visits to each facility were in order, a Best and Final (BAFO) cost proposal page would be needed, and that each proposer would give oral presentations followed by question & answer (Q&A) sessions.

- On July 18, 2018, BAFOs were submitted by each of the proposers.
- On July 25, 2018, the firms provided presentations followed by Q&A sessions to the review committee. During the Q&A session for GRM it was revealed by the proposer that their storage facility was not air conditioned as required in the solicitation. This deemed them non-responsive. U&Me was the first ranked responsive, responsible proposer.

The current contract for these services expires on October 31, 2018. The new contract will commence on November 1, 2018.

Staff recommends Commission award a three-year contract to U&Me for records storage, retrieval & disposal services.

Resource Impact

There is no current fiscal impact to the City for this contract award. Future expenditures are contingent upon approval and appropriation of the annual budget.

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 – GRM Information Management Services of Miami LLC

Exhibit 3 – U & Me Transfer, Inc.

Exhibit 4 – Value Store It - Self Storage – Non-Responsive

Exhibit 5 – Review Committee Tabulation
Exhibit 6 – Contract

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