



City Council Report

Date: April 2, 2018
To: City Council
Through: Michael Kennington, Chief Financial Officer
From: Edward Quedens, Business Services Director
Matt Bauer, Procurement Administrator
Subject: Three-Year Term Contract for Off-Site Records Management and Storage Services for Various City Departments as requested by the City Clerk's Office
(Citywide)

Recommendation

Council is requested to approve the award as recommended.

An evaluation committee representing the City Clerk's Office, Municipal Court and Purchasing recommends awarding the contract to the highest-scored proposal from Arizona Records Storage Center, at \$75,000.00 annually, based on estimated usage.

Background / Discussion

The contracted vendor will provide confidential document storage and inventory control for various City departments upon request. The vendor will be required to follow all Federal, State and local guidelines as well as industry standards and certifications for the transportation and storage of City records. The City also requires storage of all documents to be at one vendor location.

The City received three proposals of which all met the minimum requirements. The evaluation committee scored each response based on the evaluation criteria in the solicitation. The highest-scored proposal is being recommended for award. The evaluation committee unanimously agreed on the recommendation.

Purchase Information

Action: Award
Procurement Type: Request for Proposals
Contract Number: 2018120
Local Consideration: Policy did not apply to this procurement method
Protests Received: None
Initial Contract Term: Three years
Possible Renewals: Two, one-year renewals subject to Administrative review and approval
Funding Source: The purchase is funded in the operating budget of the various City Departments utilizing the contract

Proposal Responses

Arizona Records Storage Center - Phoenix, AZ

Access Information Protected dba Retrievox Acquisition, LLC - Phoenix, AZ

TNT Shredding - Mesa, AZ

Final Scoring

Evaluation Criteria / Points Possible	Arizona Records Storage Center (Recommended)	Retrievox Acquisition, LLC	TNT Shredding
Total / 1,000	<u>995.25</u>	776.19	466.52

AWARD RECOMMENDATION

Off-Site Records Management and Storage Services per Agreement No. 2018120; Exhibits – Scope of Work, Pricing, Mesa Standard Terms and Conditions and Other; Solicitation including any addenda; and Contractor Response

Annual Contract Amount: \$75,000.00