

**CITY OF EL PASO, TEXAS
AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: Information Technology

AGENDA DATE: Marcy 10, 2009

CONTACT PERSON/PHONE: Gerald Gordier, 541-4288/Terrence Freiburg, Purchasing Manager, 541-4313

DISTRICT(S) AFFECTED: Citywide

SUBJECT:

That the Purchasing Manager be authorized to issue a Purchase Order to Commercial Records for the award of Solicitation 2009-081 for Document Storage and Retrieval services of relocating, storing, and retrieving City vital records. This is a Best Value Procurement and is the lowest responsive proposal submitted. It will provide an environment that is conducive to this function and will enhance the safety and security of important records. This is a 36-month award with opportunity to renew. The cost under this requirements contract are estimated based upon the volume history of records stored, retrieved and destroyed

BACKGROUND / DISCUSSION:

A analysis of the City's records storage/retention/retrieval needs was conducted and it was determined that a safe and secure location was needed for many of the records that the City is required to retain. Further, it was determined that long-term savings could be realized by outsourcing this capability. A solicitation was issued that included the relocation of existing records as well as provisions for storage, retrieval, and destruction. The best value, responsive proposal is recommended, which is also the lowest cost proposal.

PRIOR COUNCIL ACTION:

Has the Council previously considered this item or a closely related one?

NO

AMOUNT AND SOURCE OF FUNDING:

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

The amount of this proposal is estimated to cost approximately \$122,431 over the next 36-months. The bid has an option to extend for two three year periods. The funding source is: IT General Fund Operating Account: 39010348-502215-01101.

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

N/A

*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) _____

FINANCE: (if required) _____

DEPARTMENT HEAD: _____

*(Example: if RCA is initiated by Purchasing, client department should sign also)
Information copy to appropriate Deputy City Manager*

APPROVED FOR AGENDA: _____

CITY MANAGER: _____

DATE: _____

PROJECT FORM

DATE: FEBRUARY 26, 2008

PROJECT: DOCUMENT STORAGE/RETRIEVAL SYSTEM
RFP NO: 2009-081 DEPARTMENT: INFORMATION TECHNOLOGY
BUDGET#: 39010348-502215-01101
FUNDING SOURCE: INFORMATION TECHNOLOGY, OUTSIDE CONTRACTS
RESPRESENTATIVE DISTRICT(S): ALL

VENDOR: COMMERCIAL RECORDS CENTER
EL PASO, TX
ITEMS All
AMOUNT: \$122,431.00 3 YR EST
CONTRACT PERIOD: 3 YEARS
OPTIONS: TWO (3 YR) PERIODS
DISCOUNT - NONE
TOTAL AWARD: \$122,431.00 3 YR EST

Financial Services, Purchasing Division, Information Technologies and the Review Committee, based on evaluation factors established for this solicitation, recommend award to Commercial Records Center.

This is a three (3) year contract with the option to extend the contract for two three (3) year periods.

PROPOSALS SOLICITED 03
PROPOSALS LOCALS 03
PROPOSALS RECEIVED 04
BIDS SVCS 06
"NO BIDS" RECEIVED 00
CURRENT TAXES PAID
OUT-OF-TOWN

TOTAL AWARD: \$122,431.00

FUNDS: AVAILABLE NOT AVAILABLE COMPROLLER

COUNCIL: APPROVED REJECTED CITY CLERK

APPROVED: COUNCIL MEETING OF MARCH 10, 2009

Handwritten signature of Terrence Freiburg
Terrence Freiburg
Purchasing Manager

COMMITTEE SCORE SHEET

DOCUMENT STORAGE & RETRIEVAL SYSTEM

2009-081

	BDL SHREDS, INC.	COMMERCIAL RECORDS CENTER	DATAMARK, INC.	IRON MOUNTAIN
SCOPE OF SERVICE				
10 (# points)	2.67	10.00	7.33	
AUTOMATED INVENTORY CONTROL SYSTEM				
10 (# points)	0.00	10.00	7.00	
ONE-TIME COST SETUP (PART A)	(\$22,460.00)	\$26,500.00	\$10,000.00	
15 (# points)	6.67	5.66	15.00	
ANNUAL MANAGEMENT/MAINTENANCE (PART B)	(\$155,228.40)	(\$31,977.00)	(\$101,150.00)	
45 (#POINTS)	9.27	45.00	14.23	
FIRM REPUTATION & QUALITY OF SERVICES PROVIDED				
10 (#POINTS)				
10 (# points max)	2.00	9.67	8.00	
MEDICAL INSURANCE & BENEFITS				
10 (#POINTS)	0.00	0.00	1.00	
TOTAL POINTS	20.61	80.33	52.56	NON-RESPONSIVE
(Maximum 100 points)				

CITY OF EL PASO BID TABULATION

BID ITEM: DOCUMENT STORAGE AND RETRIEVAL SYSTEM
 BID DATE: DECEMBER 31, 2008

BID # 2009-081

DEPARTMENT: INFORMATION TECHNOLOGY

		BDL SHREDS, INC. EL PASO, TX		COMMERCIAL RECORDS CENTER - EL PASO, INC. EL PASO, TX		DATAMARK, INC. EL PASO, TX		IRON MOUNTAIN EL PASO, TX	
ITEM	DESCRIPTION	ANNUALLY		ANNUALLY		ANNUALLY		ANNUALLY	
1.	PART A								
	TOTAL ONE TIME COST FOR RELOCATION TO VENDORS FACILITIES (TO INCLUDE BUT NOT LIMITED TO: TRANSPORTATION CHARGE, SET-UP, INDEXING, FILING, BAR-CODING, COMPUTER TRACKING SYSTEM, ETC.) TOTAL COST PER YEAR - PART A	\$22,460.00		\$26,500.00		\$10,000.00		NONE STATED (BIDDER SUBMITTED TXMAS CONTRACT)	
ITEM	DESCRIPTION	PRICE		PRICE		PRICE		PRICE	
2.	PART B								
	RECORD MANAGEMENT STORAGE CHARGES & DELIVERY CHARGES (TO INCLUDE ALL ARCHIVES SERVICES, MAINTENANCE, RECORD MANAGEMENT, RETRIEVAL, ADDITIONS TO INVENTORY, SHREDDING, ETC. AS SPECIFIED IN SECTION B)								
2a)	ARCHIVES STORAGE & MANAGEMENT MONTHLY CHARGE, APPROXIMATELY 10,000 BOXES	\$12,700.00 MONTHLY	\$152,400.00 ANNUALLY	\$2,000.00 MONTHLY	\$24,000.00 ANNUALLY	\$7,300.00 MONTHLY	\$87,600.00 ANNUALLY	NONE STATED	
	\$ /BOX (APPROX. 10,000 BXS.)	\$1.27		\$0.20		\$0.73		MONTHLY	ANNUALLY
2b)	VAULT STORAGE & MANAGEMENT MONTHLY CHARGE, APPROXIMATELY 50 BOXES/ARTICLES	\$67.50 MONTHLY	\$810.00 ANNUALLY	\$125.00 MONTHLY	\$1,500.00 ANNUALLY	\$50.00 MONTHLY	\$600.00 ANNUALLY	NONE STATED	
	\$ /BOX/ARTICLE (APPROX. 50 BXS.)	\$1.35		\$2.50		\$1.00		MONTHLY	ANNUALLY
2c)	NEW ADDITIONS TO INVENTORY CHARGE (TO INCLUDE BUT NOT LIMITED TO: SET-UP, INDEXING, FILING, BAR-CODING, COMPUTER TRACKING SYSTEM, ETC.) (APPROX. 2,000 BXS.)	\$0.36 BOX (BIDDER'S ANNUALLY: \$8,640.00)	\$720.00 ANNUALLY	\$2.00 BOX	\$4,000.00 ANNUALLY	\$1.00 BOX	\$2,000.00 ANNUALLY	NONE STATED	
2d)	ROUTINE PICK-UP & DELIVERY CHARGE (APPROX. 500 BXS.)	\$0.188 BOX (BIDDER'S ANNUALLY: \$4,888.00)	\$94.00 ANNUALLY	\$1.50 BOX (RETRIEVAL CHARGE)	\$750.00 ANNUALLY	\$1.50 BOX	\$750.00 ANNUALLY	NONE STATED	
2e)	ROUTINE PICK-UP & DELIVERY TRIP CHARGE ALL SERVICES (APPROX. 52 TRIPS)	\$94.00 TRIP (BIDDER'S ANNUALLY: \$4,888.00)	\$1,128.00 ANNUALLY	\$10.00 TRIP	\$520.00 ANNUALLY	\$25.00 TRIP	\$1,300.00 ANNUALLY	NONE STATED	

APPROVED BY:

DATE: 1-13-09

CITY OF EL PASO BID TABULATION

BID ITEM: DOCUMENT STORAGE AND RETRIEVAL SYSTEM
 BID DATE: DECEMBER 31, 2008

BID # 2009-081

DEPARTMENT: INFORMATION TECHNOLOGY

		BDL SHREDS, INC. EL PASO, TX		COMMERCIAL RECORDS CENTER - EL PASO, INC. EL PASO, TX		DATAMARK, INC. EL PASO, TX		IRON MOUNTAIN EL PASO, TX	
ITEM	DESCRIPTION	ANNUALLY		ANNUALLY		ANNUALLY		ANNUALLY	
2f)	EMERGENCY RETRIEVAL SERVICE CHARGE WITHIN 4 HOURS (APPROX. 100 BXS.)	\$0.40 BOX (BIDDER'S ANNUALLY: \$2,080.00)	\$40.00 ANNUALLY	\$3.75 BOX	\$375.00 ANNUALLY	\$50.00 BOX	\$5,000.00 ANNUALLY	NONE BOX	STATED ANNUALLY
2g)	EMERGENCY RETRIEVAL TRIP CHARGE (APPROX. 52 TRIPS)	\$0.70 TRIP (BIDDER'S ANNUALLY: \$3,640.00)	\$36.40 ANNUALLY	\$16.00 TRIP	\$832.00 ANNUALLY	\$75.00 TRIP	\$3,900.00 ANNUALLY	NONE TRIP	STATED ANNUALLY
TOTAL COST PER YEAR PART B		\$155,228.40 TOTAL COST (BIDDER'S TOTAL: \$177,346.00)		\$31,977.00 TOTAL COST		\$101,150.00 TOTAL COST		NONE STATED TOTAL COST	
ESTIMATED ANNUAL (1ST) YEAR TOTAL COST PART A & B		\$199,806.00		\$58,477.00		\$111,150.00		NONE STATED	
ESTIMATED ANNUAL (2ND) YEAR TOTAL COST PART B		\$186,696.00		\$31,977.00		\$101,150.00		NONE STATED	
ESTIMATED ANNUAL (3RD) YEAR TOTAL COST PART B		\$196,031.00		\$31,977.00		\$101,150.00		NONE STATED	
ESTIMATED TOTAL 3 YEAR TOTAL COST		\$582,533.00		\$122,431.00		\$313,450.00		NONE STATED	

APPROVED BY: 

DATE: 1-13-09

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<p>THE CITY AT ITS SOLE DISCRETION, MAY EXERCISE ANY OPTION TO EXTEND THE TERM OF THE AGREEMENT, BY GIVING THE CONTRACTOR WRITTEN NOTICE WITHIN THE TIME PERIOD NOTED ON THE SELECTED OPTIONS.</p> <p>BIDDER OFFERS THE CITY THE OPTION OF EXTENDING THE TERM OF THE CONTRACT FOR:</p> <p>FIRST OPTION TO RENEW FOR ONE (1) ADDITIONAL THREE (3) YEAR PERIOD, IF THE OPTION IS EXERCISED PRIOR TO THE EXPIRATION OF THE ORIGINAL TERM OF THE CONTRACT.</p> <p>SECOND OPTION TO RENEW FOR THE FINAL THREE (3) YEAR PERIOD, IF THE OPTION IS EXERCISED PRIOR TO THE EXPIRATION OF THE FIRST OPTION OF THE CONTRACT.</p> <p>NO OPTION OFFERED</p>	<p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>NONE STATED</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
PAYMENT TERMS:	1% - 10 DAYS	NET - 30 DAYS	NET - 30 DAYS	NONE STATED
BIDDER AGREES TO ACCEPT PAYMENT BY PROCUREMENT CARD:	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	NONE STATED
BIDS SOLICITED: 3	BIDS RECEIVED: 4	BIDS LOCAL: 3	NO BIDS: 0	

APPROVED BY: *[Signature]*

DATE: 1-13-09

COMMERCIAL RECORDS CENTER
SKIP LITT
205 ANGE ST
EL PASO TX 79901

IRON MOUNTAIN
AARON HORVATH
1120 KASTRIN ST *WTF*
EL PASO TX 79907

EMDEON BUSINESS SERVICES
16 ZANE GRAY BLVD STE 300
EL PASO TX 79906