

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

CITY CLERK DEPT.
2013 MAR 19 PM 2:17

DEPARTMENT: General Services

AGENDA DATE: March 26, 2013

CONTACT PERSON/PHONE: Stuart C. Ed, General Services Director, 621-6822
Bruce D. Collins, Purchasing Manager, 541-4313

DISTRICT (S) AFFECTED: ALL

SUBJECT:

Document Storage & Retrieval System, File Validation and Secure Document Destruction Services Contract

That the City Manager be authorized to sign the First Amendment to the Document Storage & Retrieval System, File Validation and Secure Document Destruction Services Contract entered into by and between the City of El Paso ("City") and both TIBH Industries, Inc., a private non-profit corporation and the certifying party, and ReadyOne Industries, Inc., the performing party, to extend the contract for an additional one-year term (April 24, 2013 through April 23, 2014), for the continuation of providing specified document storage and retrieval, file validation and secure document destruction services for the City, as managed by the City of El Paso's Records Management Division, by and through the City's General Services Department; to increase the estimated file validation services needed by the City, and the costs associated with such increase, during the remaining contract period and the one-year extension period; and to authorize the City Manager to exercise a future one-year option to extend, if needed. This is a service requirements contract with an estimated cost to the City of \$199,554.10 for the period March 1, 2013 through April 23, 2014.

BACKGROUND / DISCUSSION:

The General Services Department, Records Division recommends the extension of this contract which will allow for continual document storage, retrieval, file validation and secure document destruction services for all City departments. This extension will also allow for increased file validation services which support the City Hall relocation effort by helping City Departments in assessing stored document and information files to determine whether they should be designated for offsite storage or destruction. Local business is being supported.

PRIOR COUNCIL ACTION:

Yes. Council previously approved this contract on April 24, 2012, Item 3F.

SELECTION SUMMARY:

N/A

AMOUNT AND SOURCE OF FUNDING:

Department: General Services
Amount \$199,554.10
Funds Available: General Fund-Relocation Expenses – 99-522150-99998-1000
General Services, Records Division Funds – 231-522150-31090-1000-P3130
Funds Source: General Services Dept / Financial Services Dept

BOARD / COMMISSION ACTION:

N/A

*****AUTHORIZATION*****

DEPARTMENT HEAD:



Stuart C. Ed, General Services Director

RESOLUTION

CITY CLERK DEPT.
2013 MAR 19 PM 2:17

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the City Manager be authorized to sign a Document Storage & Retrieval System, File Validation and Secure Document Destruction Services Contract by and between the City of El Paso and both TIBH Industries, Inc., a private non-profit corporation and the certifying party, and ReadyOne Industries, Inc., the performing party, to provide specified document storage and retrieval, file validation and secure document destruction services for the City, as managed by the City of El Paso's Records Management Division, by and through the City's General Services Department. This is a service requirements contract at a currently estimated cost to the City of \$139,854.10 over the one-year term of the contract (April 24, 2013 through April 23, 2014).

ADOPTED this _____ day of _____, 2012.

CITY OF EL PASO:

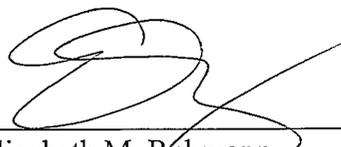
John F. Cook
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:



Elizabeth M. Ruhmann
Assistant City Attorney



Stuart C. Ed, Director
General Services Department

THE STATE OF TEXAS)
)
)
)
COUNTY OF EL PASO) FIRST AMENDMENT TO
DOCUMENT STORAGE & RETRIEVAL SYSTEM,
FILE VALIDATION AND SECURE DOCUMENT
DESTRUCTION SERVICES CONTRACT

THIS FIRST AMENDMENT to the Document Storage & Retrieval System, File Validation and Secure Document Destruction Services Contract ("**Contract**") is made this _____ day of **March 2013**, by and between the **CITY OF EL PASO**, a home rule municipal corporation (hereinafter referred to as the "**City**"), and both **TIBH INDUSTRIES, INC. ("TIBH")**, a private non-profit corporation and the certifying party, and **READYONE INDUSTRIES, INC. ("READYONE")**, the performing party (hereinafter "**the Contractor**").

WHEREAS, the City entered into the Contract with TIBH and ReadyOne to provide specified document storage and retrieval, file validation and secure document destruction services for the City, as managed by the City of El Paso's Records Management Division, by and through the City's General Services Department, for the period of April 24, 2012 through April 23, 2013;

WHEREAS, the City desires to exercise the option to extend the Contract for an additional one-year term for the continuation of the identified services;

WHEREAS, the City has determined that it will require file validation services in excess of those estimated in the original Contract, and the parties agree to amend the contract to increase the estimated file validation services and associated costs to accommodate the City's requirements during the original contract term and any extension thereto;

NOW, THEREFORE, the parties do hereby mutually agree to amend the Contract as follows:

1. The term of the Contract is hereby extended through April 23, 2014.
2. Regardless of the date executed, the Effective Date of this First Amendment to the Document Storage & Retrieval System, File Validation and Secure Document Destruction Services Contract shall be March 1, 2013.
3. Section 3.b. of the original Contract is hereby amended as follows: For File Validation Services and Replacement Boxes, the City shall pay TIBH an amount not to exceed \$150,000, for the period covering the effective date of this First Amendment through April 23, 2014. Should the City exercise its option to extend at the expiration of this term, the annual pricing for File Validation Services and Replacement Boxes will revert back to an amount not to exceed \$85,000 per year.
4. The City Manager may exercise a future one-year option to extend.

5. Except as expressly modified herein all other terms and conditions of the Contract shall remain in full force and effect and shall remain as written unless expressly modified herein.
6. All notices provided for herein shall be sufficient if sent by certified or registered mail, return receipt requested, postage fully prepaid, addressed to the proper party at the following addresses:

City: City of El Paso
ATTN: City Manager
P.O. Box 1890
El Paso, Texas 79950-1890

with copy to: City of El Paso
ATTN: Director
General Services Department
1059 Lafayette
El Paso, Texas 79907

TIBH: Henry Hernandez, Marketing Manager
TIBH Industries, Inc
5503 Grissom Road, Suite 103
San Antonio, Texas 78238

ReadyOne Industries, Inc.: Tom Ahmann, Chief Executive Officer
Ready One Industries, Inc.
1414 Ability Drive
El Paso, Texas 79936

or to such other addresses as the parties may designate to each other in writing from time to time.

6. Each individual signing this First Amendment acknowledges that he or she is authorized to do so, and warrants that each is authorized to commit and bind that party to the terms and conditions of this instrument.

(ALL SIGNATURES FOLLOW ON NEXT PAGE)

**FIRST AMENDMENT TO DOCUMENT STORAGE & RETRIEVAL SYSTEM, FILE
VALIDATION AND SECURE DOCUMENT DESTRUCTION SERVICES CONTRACT**

IN WITNESS WHEREOF, the parties have executed this First Amendment on the
_____ day of March, 2013.

CITY OF EL PASO

Joyce A. Wilson
City Manager

APPROVED AS TO FORM:



Elizabeth M. Ruhmann
Assistant City Attorney

APPROVED AS TO CONTENT:



Stuart C. Ed, Director
General Services Department

TIBH INDUSTRIES, INC.

Henry Hernandez
Marketing Manager

READYONE INDUSTRIES, INC.



Tom Ahmann
Chief Executive Officer