



## Legislation Text

---

**File #:** 20-477, **Version:** 1

---

**STRATEGIC PRIORITY:** Government Performance and Financial Management

**AGENDA DATE:** August 12, 2020

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Office of Procurement Services

**EXECUTIVE:** Elizabeth Reich

---

### **SUBJECT**

Authorize a five-year service price agreement for commercial records storage, retrieval, and reference services for the City Secretary's Office - Iron Mountain Information Management, LLC, most advantageous proposer of three - Estimated amount of \$1,370,793 - Financing: General Fund

### **BACKGROUND**

This action does not encumber funds; the purpose of a service price agreement is to establish firm pricing for services, for a specific term, which are ordered on an as needed basis according to annual budgetary appropriations. The estimated amount is intended as guidance rather than a cap on spending under the agreement, so that actual need combined with the amount budgeted will determine the amount spent under this agreement

This service price agreement will provide commercial records storage, retrieval, and reference services for City records. Commercial records storage was implemented in 1992 when the record center located in City Hall was filled to capacity. Commercial record storage is needed to supplement the record center's ability to store records and provide information reference and retrieval services. In addition, commercial record storage is used to store long-term and permanent records in a climate controlled and secure environment as well as provides disaster prevention protection, as records are stored away from City Hall. There are approximately 57,500 boxes located off-site with essential environmental and security controls, such as air conditioning and humidity control and a non-paper media vault storage area protected by a fire suppression system.

Dallas City Charter, Chapter IIIA, Section 3 (3) requires the City Secretary's Office to operate the records storage facility for the storage of City records. The Texas Local Government Code, the Texas Penal Code, the Texas Open Records Act, the Dallas City Code and the Dallas City Charter require the preservation of local government records until disposition of such records is authorized in accordance with the Texas Local Government Records Act of 1989, as amended.

A five-member committee from the following departments reviewed and evaluated the qualifications:

- City Secretary's Office (1)
- Department of Equipment and Fleet Management (1)
- Police Department (1)
- Office of Business Diversity (1)\*
- Office of Procurement Services (1)\*

\*The Office of Procurement Services only evaluated cost and the Office of Business Diversity only evaluated the Business Inclusion and Development Plan.

The committee selected the successful respondent on the basis of demonstrated competence and qualifications under the following criteria:

- Cost 30 points
- Expertise and capability 20 points
- Disaster planning recovery, security requirements, storage and retrieval 20 points
- Proposed approach 15 points
- Business Inclusion and Development Plan 15 points

As part of the solicitation process and in an effort to increase competition, the Office of Procurement Services used its procurement system to send out email notifications to vendors registered under relevant commodity codes. To further increase competition, the Office of Procurement Services uses historical solicitation information, the Internet, and vendor contact information obtained from user departments to contact additional vendors. Additionally, in an effort to secure more competition, the Office of Business Diversity sent notifications to chambers of commerce and advocacy groups to ensure maximum vendor outreach.

On November 10, 2015, the City Council authorized a living wage policy that requires contractors to pay their employees a "living wage" rate as established annually by the Massachusetts Institute of Technology Living Wage Calculator for Dallas County by Resolution No. 15-2141. The current calculated living wage during the solicitation process of this contract is \$11.71; the selected vendor meets this requirement.

### **PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On December 10, 2014, City Council authorized a five-year service contract for commercial storage, retrieval and reference services for City records with Recall Total Information Management, Inc. by Resolution No. 14-2186.

### **FISCAL INFORMATION**

Fund	FY 2020	FY 2021	Future Years
General Fund	\$270,258.00	\$274,158.60	\$826,376.40

**M/WBE INFORMATION**

In accordance with the City's Business Inclusion and Development Plan adopted on October 22, 2008, by Resolution No. 08-2826, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Category	M/WBE Goal	M/WBE %	M/WBE \$
\$1,370,793.00	Other Services	N/A	N/A	N/A
• M/WBE goal waived due to no M/WBE availability				
• Iron Mountain Information Management, LLC - Non-Local; Workforce - 27.00% Local				

**PROCUREMENT INFORMATION**

Method of Evaluation for Award Type:

Request for Competitive Sealed Proposal	<ul style="list-style-type: none"> <li>• Utilized for high technology procurements, insurance procurements, and other goods and services</li> <li>• Recommended offeror whose proposal is most advantageous to the City, considering the relative importance of price, and other evaluation factors stated in the specifications</li> <li>• Always involves a team evaluation</li> <li>• Allows for negotiation on contract terms, including price</li> </ul>
---	---

The Office of Procurement Services received the following proposals from solicitation number BX19-00010710. We opened them on August 29, 2019. We recommend the City Council award this service price agreement in its entirety to the most advantageous proposer.

\*Denotes successful proposer

<b><u>Proposers</u></b>	<b><u>Address</u></b>	<b><u>Score</u></b>	<b><u>Amount</u></b>
*Iron Mountain Information Management, LLC	2009 Country Club Dr. Carrollton, TX 75006	77.39	\$1,370,793.00
GRM Information Management, Inc.	1701 Timberlake Dr. Arlington, TX 76010	66.67	\$1,165,929.45
VRC Companies, LLC	7119 Burns St. Richland Hills, TX 76118		Non-responsive

**OWNER****Iron Mountain Information Management, LLC**

William Meaney, President