

RESOLUTION No. 15-145

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, PURSUANT TO SECTION 2-322 OF THE CITY CODE OF ORDINANCES, ADOPTING THE COMPETITIVELY BID TERMS OF THE AGREEMENT BETWEEN CERTIFIED RECORDS MANAGEMENT, INC. AND THE CITY OF TAMPA FOR THE PROVISION OF RECORDS STORAGE AND RECORDS MANAGEMENT SERVICES; AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT, SUBJECT TO APPROVAL AS TO FORM AND LEGAL SUFFICIENCY BY THE CITY ATTORNEY; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Doral (the “City”) has been utilizing the records storage and records management services of Certified Records Management, Inc. (“CRM”) since 2010 based on the competitively bid agreement with South Florida Waste Management, which is about to expire; and

WHEREAS, CRM offers document management services, data protection services, certified destruction services, and digital document solutions and maintains records in a state-of-the-art facility that is situated in a no flood area and designed to withstand a Category 5 hurricane; and

WHEREAS, the City has an on-going need to preserve and protect public records; and;

WHEREAS, section 2-322 of the City Code of Ordinances authorizes the City manager to enter into bids and contracts entered into by other governmental authorities provided that the government authority has followed a competitive bidding procedure leading to the award of the bid or contract in question which is substantially similar to the competitive bidding procedures required in the City Code; and

WHEREAS, there is not another company in the State of Florida that can offer the services and facilities for records management that are currently offered by CRM, and, in an effort to reduce costs related records storage and management and the costs of procuring same, the City Clerk has recommended that the City Council adopt the competitively bid terms of the agreement between CRM and the City of Tampa for the provision of records storage and records management services, a copy is attached hereto as Exhibit "A", which is incorporated herein and made a part hereof by this reference.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The foregoing recitals are confirmed, adopted, and incorporated herein and made a part hereof by this reference.

Section 2. Approval. Pursuant to Section 2-322, the terms of the competitively bid agreement between CRM and the City of Tampa for the provision of records storage and management, as presented herein as Exhibit "A", are hereby approved.

Section 3. Authorization. The City Manager is hereby authorized to negotiate and enter into an agreement with CRM in accordance with this Resolution, subject to approval by the City Attorney as to form and legal sufficiency.

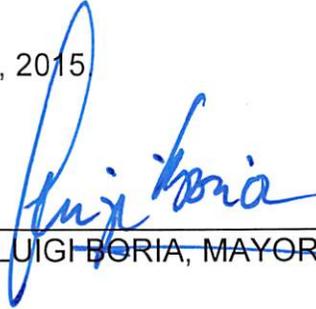
Section 4. Implementation. The City Manager and the City Attorney are hereby authorized to take such further action as may be necessary to implement the purpose and provisions of this Resolution.

Section 5. Effective Date. This Resolution shall take effect immediately upon adoption.

The foregoing Resolution was offered by Councilmember Fraga who moved its adoption. The motion was seconded by Vice Mayor Ruiz and upon being put to a vote, the vote was as follows:

Mayor Luigi Boria	Yes
Vice Mayor Sandra Ruiz	Yes
Councilman Pete Cabrera	Absent/Excused
Councilwoman Christi Fraga	Yes
Councilwoman Ana Maria Rodriguez	Yes

PASSED AND ADOPTED this 11 day of August, 2015



LUIGI BORIA, MAYOR

ATTEST:



CONNIE DIAZ, CITY CLERK

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY FOR THE SOLE USE
OF THE CITY OF DORAL



WEISS, SEROTA, HELFMAN, COLE, & BIERMAN, PL
CITY ATTORNEY

EXHIBIT “A”



CITY OF TAMPA

Bob Buckhorn, Mayor

PURCHASING DEPARTMENT

Gregory K. Spearman, CPPO, FCCM
Director of Purchasing

August 28, 2014

Mr. Paul Martin
Certified Records Management
PO Box 76155
Tampa, Florida 33675-1155

Dear Mr. Martin:

Please be advised that your proposal and revised fee schedule have been accepted for the provision of **Off-Site Records Management Services (Reference RFP #61041014)**. The award period began August 22, 2014 until August 21, 2017, and may be renewed for two additional one-year periods under the same terms and conditions, by mutual written agreement.

Your contact/coordinator for the service is Jennifer Dietz, Records Manager. She can be reached at (813) 274-7181 or via email at Jennifer.Dietz@tampagov.net.

If you have any questions please call me at (813) 274-7490.

Sincerely,

Linda J. Johnson, CPPB, FCCM
Sr. Procurement Analyst

cc: Shirley Foxx-Knowles, City Clerk
Jennifer Dietz, Records Manager
RFP file

Agmt
Bid

RESOLUTION NO. 2014- 466

A RESOLUTION APPROVING THE PROPOSAL OF CERTIFIED RECORDS MANAGEMENT LLC; APPROVING AN AGREEMENT BETWEEN THE CITY OF TAMPA AND CERTIFIED RECORDS MANAGEMENT LLC FOR THE NET AMOUNT AS PROPOSED AND AGREED UPON IN THE ESTIMATED AMOUNT OF \$781,000 FOR THE PROVISION OF OFF-SITE RECORDS MANAGEMENT SERVICES; AUTHORIZING THE MAYOR TO EXECUTE SAID AGREEMENT; PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TAMPA, FLORIDA:

Section 1. That the proposal of Certified Records Management LLC, for the furnishing of:

Off-Site Records Management Services
RFP #61041014
Estimated Expenditure: \$781,000,

such bid being the best proposal received therefor, is hereby approved; and the Director of Purchasing is hereby authorized to purchase same.

Section 2. That the Agreement, a copy of which is attached hereto, in substantially the form of, and made part hereof, between the City of Tampa and Certified Records Management LLC for the net amount as bid and agreed upon, is hereby approved. The Agreement shall be for a three-year period from the effective date of the awarding or approving Resolution, and may be renewed on the same terms and conditions for two additional one-year periods.

Section 2. This will provide \$40,000 in FY2014, \$247,000 in FY2015, FY2016, and FY2017 subject to annual appropriation for the provision of Off-Site Records Management Services for use by the City Clerk's Office, Archives and Records Service Center from the General Fund.

Section 4. That the Mayor of the City of Tampa is authorized and empowered to execute, and the City Clerk to attest and affix the official seal of the City of Tampa to, said Agreement on behalf of the City.

Section 5. That the proper officers of the City of Tampa are authorized to do all things necessary and proper in order to carry out and make effective the provisions of this Resolution, which shall take effect immediately upon its adoption.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF TAMPA, FLORIDA, ON JUL 17 2014



CHAIR/CHAIR PRO-TEM CITY COUNCIL

ATTEST:


CITY CLERK/DEPUTY CITY CLERK

APPROVED AS TO LEGAL SUFFICIENCY
BY MARCELLA T. HAMILTON, ASSISTANT CITY ATTORNEY

X2014- 962

AGREEMENT

THIS AGREEMENT made and entered into at Tampa, Florida, this 23rd day of August, 2014, A.D. by and between the CITY OF TAMPA, a municipal corporation organized and existing under the Laws of the State of Florida, hereinafter referred to as "City", the address of which is the Municipal Office Building being at 306 E. Jackson Street, 2E, Tampa, FL 33602 and Certified Records Management LLC, hereinafter referred to as "Contractor", the address of which is P.O. Box 76155, Tampa, Florida 33675-1155.

In consideration of the mutual stipulations, agreements, and covenants herein contained, the parties hereto have agreed and hereby agree with each other or their executors, administrators, heirs or successors, and assigns, as follows:

FIRST:

Contractor shall at its own cost and expense furnish the services described below and all material, equipment, tools, and labor of every description necessary for and to carry out in good, firm, substantial and workmanlike manner the following work as specified in the Contract Documents consisting of this Agreement and:

- (X) City's Request for Proposal (RFP) for Off-Site Records Management Services RFP #61041014, and Addendum #1
- (X) Certified Records Management LLC Proposal
- (X) Certified Records Management LLC Revised Fee Schedule dated 6/9/14
- (X) Certified Records Management LLC Certificate of Insurance

SECOND:

Upon the faithful performance of this Contract work by Contractor, City shall pay Contractor for work performed and labor furnished at the prices set forth in Contractor's executed Proposal.

THIRD:

Contractor shall abide by, comply with, duly perform, and be bound by each and every one of the terms, provisions, conditions, and agreements contained in the Contract Documents.

FOURTH:

Contractor shall not transfer or assign this Contract without the prior written approval of City; and, during the progress of the work, Contractor shall comply with applicable Federal and State laws, and County and City ordinances and will hold the City harmless from any and all liabilities, damages, or costs arising out of any claim sustained by reason of default or neglect of Contractor.

FIFTH:

Contractor shall commence the work and shall faithfully prosecute said work to its full completion within the number of days set forth in the Proposal.

SIXTH:

City shall have the right to determine all questions as to the performance, completion, and other matters set out in the Contract Documents.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals, and such of them as are corporations have caused these presents to be signed by their duly authorized officers.

CITY OF TAMPA

ATTEST

CITY CLERK

APPROVED AS TO FORM:

MARCELLA T. HAMILTON
ASSISTANT CITY ATTORNEY

ATTEST:

(SEAL) SECRETARY

BY Bob Buckhorn
BOB BUCKHORN, MAYOR

CERTIFIED RECORDS MANAGEMENT LLC

CONTRACTOR

BY Avishay Levinovskiy
Type or Print

TITLE: CEO
(Pres., V-Pres., Partner, Owner)
Corporation
Partnership
Individual
Incorporated in the State of Delaware

If business is individually owned, you must sign before two (2) witnesses:

WITNESS: _____

WITNESS: _____