



**City of Coral Gables**  
**CITY COMMISSION MEETING**  
**October 26, 2010**

**ITEM TITLE:**

Resolution accepting the recommendation of the Chief Procurement Officer to “Piggyback” an off-site records management services contract with Certified Records Management, LLC (CRM), from the Southwest Florida Water Management District pursuant to Section 2-978 of the Procurement Code, for one (1) year with an option to renew four (4) additional one (1) year periods through July 31, 2015; further authorizing the execution of the contract.

**DEPARTMENT HEAD RECOMMENDATION:**

Approval.

**BRIEF HISTORY:**

The purpose of this piggyback contract is to provide all necessary facilities, equipment, protection devices, supervision, labor, and transportation to perform storage and indexing, retrieval, certified record destruction, pick-up, delivery, and miscellaneous services for various types of City records. This piggyback contract with CRM, which will run from August 1, 2010 to July 31, 2015, replaces a blanket purchase order issued to CRM based on a City of Tampa piggyback contract.

The services provided under the new piggyback contract by CRM meets or exceeds all service and format standards required or recommended by the Florida Department of State as detailed in Rule Chapters 1B-24 and 1B-26, Florida Administrative Code and Public Record Storage Guidelines. The City’s Record Management Consultant’s has confirmed CRM’s continued compliance with the above rules and guidelines.

The cost of this contract over the next four (4) years is estimated on an annual basis at \$208,294.00 per year, which is an average based on the City’s expenditures over the last three (3) years with CRM minus a ten percent (10%) reduction resulting from lower prices under the new piggyback contract for major service items of large format scanning and microfiche scanning, and the elimination of an unnecessary indexing charge.

As the piggyback contract exceeds \$600,000.00 over its term, this contract must be approved by the City Commission.

**FINANCIAL INFORMATION: (If Applicable)**

No.	Amount	Account No.	Source of Funds
1.	\$208,294 approx.	001-7000-519-4990	General Fund
Total:	\$208,294 approx.	APPROVED BY:	

**APPROVED BY:**

Department Director	City Attorney	City Manager

**ATTACHMENT(S):**

**1. Draft Resolution**

**2. Piggyback Contract**

**3. Current Price Sheet**