

# **CITY OF CORAL GABLES, FLORIDA**

## **DRAFT RESOLUTION \_\_\_\_\_**

**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.**

**WHEREAS**, this piggyback contract provides 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; and

**WHEREAS**, this piggyback contract with CRM, which will run from August 1, 2010 to July 31, 2015, replaces a blank purchase order issued to CRM based on a City of Tampa piggyback contract; and

**WHEREAS**, services provided by CRM under this piggyback contract 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; and

**WHEREAS**, Section 2-650 of the Procurement Code authorizes the City Manager to delegate authority to the Chief Procurement Officer to administer and make recommendations on City contracts; and

**NOW THEREFORE BE IT RESOLVED BY THE COMMISSION OF THE CITY OF CORAL GABLES:**

**Section 1.** The foregoing “Whereas” clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution upon adoption hereof.

**Section 2.** That the City Commission accepts 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.

**Section 3.** That all Resolutions or parts of Resolutions inconsistent with, or in conflict herewith, shall be and are hereby repealed insofar as there is conflict or inconsistency.

**Section 4.** That this Resolution shall become effective upon the date of its adoption herein.

PASSED AND ADOPTED THIS TWENTY-SIXTH DAY OF OCTOBER, 2010

(Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_)  
(Passed 0/0 vote)

DONALD D. SLESNICK, II  
MAYOR

ATTEST:

WALTER FOEMAN  
CITY CLERK

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

ELIZABETH M. HERNANDEZ  
CITY ATTORNEY