

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at MileHighOrdinance@DenverGov.org by **11 a.m. Friday**. Contact the Mayor's Legislative team with questions

Date of Request: **11/1/2023**

Please mark one: Bill Request or Resolution Request

1. Type of Request:

- Contract/Grant Agreement Intergovernmental Agreement (IGA) Rezoning/Text Amendment
 Dedication/Vacation Appropriation/Supplemental DRMC Change
 Other:

2. Title: (Start with *approves*, *amends*, *dedicates*, etc., include name of company or contractor and indicate the type of request: grant acceptance, contract execution, contract amendment, municipal code change, supplemental request, etc.)

Approves a new expenditure contract with All American Records Management, Inc. for \$750,000 and for a five-year term for Records Management Services used Citywide

3. Requesting Agency: Technology Services

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution (e.g., subject matter expert)	Contact person for council members or mayor-council
Name: Tyler Zimmerer	Name: Joe Saporito
Email: tyler.zimmerer@denvergov.org	Email: joseph.saporito@denvergov.org

5. General description or background of proposed request. Attach executive summary if more space needed:

Vendor will perform records management services Citywide including document and data destruction, and document and data storage.

6. City Attorney assigned to this request (if applicable): Andrew Riester

7. City Council District: N/A - Citywide

8. ****For all contracts, fill out and submit accompanying Key Contract Terms worksheet****

Key Contract Terms

Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):

Standard Expenditure in excess of \$500,000

Vendor/Contractor Name (including any dba's):

All American Records Management, Inc.

Contract control number (legacy and new): TECHS-202369046-00

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Location: Citywide

Is this a new contract? Yes No **Is this an Amendment?** Yes No **If yes, how many?** _____

Contract Term/Duration (for amended contracts, include existing term dates and amended dates):

12/1/2023 – 12/1/2028 Duration: 5 years

Contract Amount (indicate existing amount, amended amount and new contract total):

<i>Current Contract Amount (A)</i>	<i>Additional Funds (B)</i>	<i>Total Contract Amount (A+B)</i>
\$750,000.00	N/A	N/A

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
12/1/2023 – 12/1/2028	N/A	N/A

Scope of work:

The vendor shall meet the City’s needs for retrieval of City records, offsite records / media storage, and document shredding / destruction. Vendor shall provide secure, professionally managed off-site storage services, as well as timely and accurate retrieval and delivery services. City records are comprised of documents of various media types including, but not limited to, paper, microfiche, microfilm, videotapes, and audiotapes. This contract will be used by multiple City agencies.

Was this contractor selected by competitive process? Yes **If not, why not?** N/A

Has this contractor provided these services to the City before? Yes No

Source of funds: Each will be responsible for using their own funding for these services. Technology Services will be using operational funds

Is this contract subject to: W/MBE DBE SBE XO101 ACDBE N/A

WBE/MBE/DBE commitments (construction, design, Airport concession contracts): N/A

Who are the subcontractors to this contract? N/A

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