

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor’s Legislative Team

at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**. Contact the Mayor’s Legislative team with questions

Date of Request: 11/15/2018

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.

3. Requesting Agency: Technology Services

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Guy Mason	Name: Joe Saporito
Email: guy.mason@denvergov.org	Email: joseph.saporito@denvergov.org

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

Document / Data Destruction Services (Shredding):

Vendor will perform the required services of data destruction for all City and County of Denver owned locations, including the Denver International Airport. The vendor will provide multiple receptacles to be placed at various City locations, with most locations having multiple receptacles. These receptacles will hold documents and data that have been deemed to be in need of destruction, and the data may include items that are sensitive in nature. Due to the possibility of sensitive data, the receptacles are required to be pad locked while they are on site and in use.

The City currently shreds approximately sixty-four thousand (64,000) pounds of office paper each month. The main scope of these services will be for the destruction of paper.

Vendor will perform all services according to the latest standards of the National Association for Information Destruction (NAID), Inc. or similar trade organizations and any regulations affecting the destruction, disposal and recycling of paper.

Document / Data Storage Services:

Vendor will perform the required services of off-site storage and retrieval of City records. Vendor will 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. The majority of records to be stored will be contained in sealed, standard 1.2 cubic feet boxes. There may be additional needs for boxes to be of various other sizes to accommodate drawings, materials, and larger size documents. Vendor shall never open the sealed boxes nor allow the City’s boxes to be retrieved by, opened, or the records contained therein to be viewed by, anyone except authorized City representatives. All records will be available for retrieval 24 hours per day, 7 days a week, 365 days per year.

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

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: RR18 1375

Date Entered: _____

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: All American Records Management, Inc.

Contract control number: TECHS-201845423-00

Location: N/A 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):

12/15/2018 - 11/30/2023 Duration: 5 years

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

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
N/A - New Contract	N/A - New Contract	\$1,550,000

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
N/A New Contract	N/A New Contract	11/30/2023

Scope of work:

Vendor will provide data / document storage and destruction services to all City agencies.

Was this contractor selected by competitive process? Yes If not, why not?

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 Cost Center 3070110 - Office of the Chief Information Officer

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

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

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Who are the subcontractors to this contract? N/A

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