



Legislation Text

File #: 18-1375, Version: 1

Contract Request Template (Contracts; IGAs; Leases)

Date Submitted: 11-20-18

Requesting Agency: Technology Services
Division:

Subject Matter Expert Name:

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Item Title & Description:

(Do not delete the following instructions)

*These appear on the Council meeting agenda. Initially, the requesting agency will enter a 2-3 sentence description. Upon bill filling, the City Attorney's Office should enter the title above the description (the title should be in **bold** font).*

*Both the title and description must be entered between the red "title" and "body" below. Do **not** at any time delete the red "title" or "body" markers from this template.*

A resolution approving a proposed Agreement between the City and County of Denver and All American Records Management, Inc., for records storage and document destruction services.

Approves a contract with All American Records Management Inc. for \$1,550,000 and for five years for document and data storage, retrieval and destruction for all city agencies, citywide (TECHS-201845423-00). The last regularly scheduled Council meeting within the 30-day review period is on 1-2-19. The Committee approved filing this item at its meeting on 11-27-18.

Affected Council District(s) or citywide?

Contract Control Number: TECHS-201845423-00

Vendor/Contractor Name (including any "DBA"): All American Records Management Inc.

Type and Scope of services to be performed:

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.

Location (if applicable):

WBE/MBE/DBE goals that were applied, if applicable (construction, design, Airport concession contracts):

Are WBE/MBE/DBE goals met (if applicable)?

Is the contract new/a renewal/extension or amendment?

Was this contractor selected by competitive process or sole source? Competitive

For New contracts

Term of initial contract: five years

Options for Renewal:

How many renewals (i.e. up to 2 renewals)?

Term of any renewals (i.e. 1 year each):

Cost of initial contract term: \$1,550,000

Cost of any renewals:

Total contract value council is approving if all renewals exercised:

For Amendments/Renewals Extensions:

Is this a change to cost/pricing; length of term; terms unrelated to time or price (List all that apply)?

If length changing

What was the length of the term of the original contract?

What is the length of the extension/renewal?

What is the revised total term of the contract?

If cost changing

What was the original value of the entire contract prior to this proposed change?

What is the value of the proposed change?

What is the new/revised total value including change?

If terms changing

Describe the change and the reason for it (i.e. compliance with state law, different way of doing business etc.)