



Legislation Text

File #: 23-1711, Version: 1

Contract Request Template (Contracts; IGAs; Leases)

Date Submitted: 11-13-2023

**Requesting Agency: Technology Services
Division:**

**Subject Matter Expert Name: Joe Saporito
Email Address: Joseph.saporito@denvergov.org
Phone Number:**

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 Record Management, Inc. for records management services.

Approves a contract with All American Record Management, Inc. for \$750,000 and a term of 5 years for records management services, citywide. 202369046-00. The last regularly scheduled Council meeting within the 30-day review period is on 12-18-2023. The Committee approved filing this item at its meeting on 11-14-2023.

**Affected Council District(s) or citywide?
citywide**

**Contract Control Number:
202369046-00**

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

Type and Scope of services to be performed:

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.

Location (if applicable):

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

N/A

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

N/A

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

new

Was this contractor selected by competitive process or sole source?

Competitive process

For New contracts

<i>Current Contract Amount (A)</i>
\$750,000.00

<i>Current Contract Term</i>
12/1/2023 - 12/1/2028

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.)