

Executive Summary

To: Mayor & Commissioners

cc: Jim Scholl, City Manager

From: Cheri Smith, City Clerk

Date: October 28, 2014

Re: SML, INC.

Project Issue:

Project No. 1: In 2000 the City of Key West implemented a comprehensive Records Management Plan and in 2013 the plan was updated. The new plan requires the need for technical support services to include maintenance of Disposition Lists, amendments and updates to Records Management Plan, Policies and Procedures, identification of records eligible for destruction, staff training and technical assistance and other issues as they arise. SML, Inc. wrote the plan and is a highly respected company in the State of Florida.

Project No. 2: The City of Key West has records stored at a professional facility, Certified Records Management (CRM) in Tampa. Due to unforeseen circumstances by the City Clerk's Office, records were sent to CRM with no record of identification. Also records were sent which should have been destroyed. Therefore a highly professional and technical company with expert knowledge of the Florida Public Records Law must perform the duties of identifying records eligible for destruction, indexing and re-boxing to ensure legal compliance. There are many different types of records stored at CRM with many different retention requirements. There are approximately 2452 boxes stored at CRM. I am recommending that we spread the cost of the total project over three years so as not to put too much burden on any one fiscal year budget. In 2013 the City implemented a new imaging system and records can be disposed after they have been imaged therefore eliminating the need for a storage facility.

This request is Sole Source pursuant to City of Key West Code of Ordinances Sec. 2-797. SML, Inc. is the only company in the State of Florida that performs this service.

Technical Support Services: \$24,000.00

Storage Facility: \$56,000.00

Financial Impact: Funds are in the FY 14/15 Clerk's budget Account No. 001-1202-512-6400

Recommendation: Approval