

# Memo

To: Mayor & Commissioners  
cc: Bob Vitas, City Manager  
From: Cheri Smith, City Clerk  
Date: 10/24/2013  
Re: Sole Source Justification - Certified Records Management

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## Project Issue:

All vital records for the City of Key West are stored in a professional storage facility in Tampa. All documents with 10 or more years required retention are stored at this facility and are non-routine records. Due to the increase in records stored at Certified Records Management and the increase of public record requests for file retrievals from the Building Department, I will exceed the \$20,000.00 threshold.

The City wide imaging program will be in place soon and the records in the storage facility in Tampa will be imaged therefore eliminating the need for the storage facility. However, until we reach that phase in project; it is in the best interest to the City to continue to store our records in the Tampa facility. Competitive bidding at this time would not be in the best interest to the City since we anticipate the removal of our documents. CRM prices for storage and retrieval fees are commensurate with other public document storage providers. Given such, I recommend authorizing the expenditure of up to \$39,540.00 for FY 13/14 for records storage and retrieval from Certified Records Management pursuant to City of Key West Code Section 2-797(4)(b), best interest of the City.

## Financial Impact:

Funds are in Clerk's budget .34.

## Recommendation:

Approval