

RESOLUTION NO. 13-113

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AUTHORIZING A PURCHASING EXCEPTION PURSUANT TO SECTION 2-797(4)(b) OF THE CODE OF ORDINANCES, TO ALLOW CUMULATIVE EXPENDITURES DURING FY 12-13 TO CERTIFIED RECORDS MANAGEMENT (CRM) FOR RECORDS STORAGE IN A TOTAL AMOUNT NOT TO EXCEED \$30,000.00; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Section 2-796 of the Code of Ordinances requires competitive bidding for purchases or services in excess of \$20,000.00; and

WHEREAS, CRM is the current storage facility for the City's records which require retention in excess of ten years, and the vendor has completed work to date in a timely manner to the satisfaction of staff; and

WHEREAS, while the City is in the process of implementing a records imaging program, and constructing a new facility with storage capacity superior to the temporary City Hall, there remains a need for long-term retention of records by many departments; and

WHEREAS, the City Manager finds that pursuant to section 2-797(4)(b), it is in the best interest of the City to authorize an increase in the amount of funds for the services rendered by CRM this fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That the expenditure of funds in excess of \$20,000.00, but not to exceed \$30,000.00, to Certified Records Management, Inc. is hereby authorized in accordance with Key West City Code of Ordinances section 2-797(4)(b).

Section 2: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the presiding officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this 7 day of May, 2013.

Authenticated by the presiding officer and Clerk of the Commission on May 8, 2013.

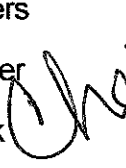
Filed with the Clerk May 8, 2013.


CRAIG CATES, MAYOR

ATTEST:

CHERYL SMITH, CITY CLERK

Memo

To: Mayor & Commissioners
cc: Bob Vitas, City Manager
From: Cheri Smith, City Clerk 
Date: 4/30/2013
Re: Certified Records Management

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 the project (which I anticipate will be in early 2014); 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 in early 2014. 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 \$30,000.00 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:

Approve change order to Certified Records Management.