

RESOLUTION NO. \_\_\_\_\_

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 \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Authenticated by the presiding officer and Clerk of the Commission on \_\_\_\_\_, 2013.

Filed with the Clerk \_\_\_\_\_, 2013.

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CRAIG CATES, MAYOR

ATTEST:

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CHERYL SMITH, CITY CLERK