



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org

Legislative File No: 2021-0305

TO: Mayor and City Council Members
FROM: Leanne Scott, City Clerk
DATE: August 16, 2021
SUBJECT: Citywide Records Storage and Digital Imaging Services

REQUEST:

City Council is requested to authorize a blanket purchase order/contract to Royal Oak Storage, Royal Oak, Michigan for citywide records storage services as the Primary Vendor and Leonard Brothers Data Management, Ferndale, Michigan for digital imaging services as the Secondary Vendor, in the amount not-to-exceed amount of \$100,000.00 through August 31, 2023 and further authorizes the Mayor to execute the contract on behalf of the City.

REASON FOR PURCHASE:

The City is seeking approval for citywide Records Storage Services to Royal Oak Storage utilizing the MiDeal Cooperative Purchasing Program. The City visited the records location and has determined it to be an efficient location to store the City's records. The rates provided in the MiDeal program are competitive and the terms of the contract are clear and straight forward without any additional fees to exit the contract, as compared to many other company's contract terms. It is recommended that award be made to Royal Oak Storage for storage of citywide records.

The City transitioned to Royal Oak Storage in 2019 after our previous contractor assigned our contract to Iron Mountain and the City was unable to come to a mutual agreement on contract terms with them. The City has been extremely satisfied with Royal Oak Storage and their services. They have done a great job in handling the City's records and have been good to work with.

Additionally, the City seeks approval to have Leonard Brothers as a secondary firm. Leonard Brothers is the firm that handles all the imaging, image on demand and microfilming services that may be needed. Leonard Brothers was the firm utilized under our previous contract and who agreed to continue their contract with the City when our contract was assigned. The City has continued to be extremely satisfied with Leonard Brothers and recommends the City extend their contract with them. Leonard Brothers is very familiar with City operations and files and is able to meet our obligations, needs and timeframes when it comes to FOIA requests which is when we utilize this agreement most.

PROCESS:

Vendor Name and Address:

Primary Vendor:
Royal Oak Storage
313 Hudson Street

Royal Oak, MI 48607

Secondary Vendor:
Leonard Brothers Data Management
620 Woodward Heights Blvd.
Ferndale, MI 48220

Reason for Selection:
Cooperative Contract/Best Value

Method of Purchase:
Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2021 Adopted Budget and FY 2022 Proposed Budgets.

Fund Name	Department Account No	Account No. Description	2-Year Budget Amount	2-Year Cost	Remaining Budget
General Fund	215.801000	Professional Services	\$100,000	\$100,000	\$0

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order/contract to Royal Oak Storage, Royal Oak, Michigan for citywide records storage services as the Primary Vendor and Leonard Brothers Data Management, Ferndale, Michigan for digital imaging services as the Secondary Vendor, in the amount not-to-exceed amount of \$100,000.00 through August 31, 2023 and further authorizes the Mayor to execute the contract on behalf of the City.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		

Contract Reviewed by City Attorney Yes N/A