



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: 2016-0476

TO: Mayor and City Council Members
FROM: Tina Barton, City Clerk
DATE: December 5, 2016
SUBJECT: Records Management Services

REQUEST:

City Council is requested to authorize a blanket purchase order to DocuStore, Inc., Dearborn, Michigan for citywide records management services in the amount not-to-exceed \$100,000 through December 31, 2018, with options to renew at the City's discretion and further authorizes the Mayor to execute the contract addendum on behalf of the City.

REASON FOR PURCHASE:

Request for Proposals were solicited for Records Management Services. Proposals were evaluated; interviews and site visits were conducted with shortlist proposers. DocuStore was selected as providing the best value for the City based on qualifications and experience with public sector clients and multitude of additional services they can offer the City.

DocuStore has provided excellent services to the City during the past several years for Records Management Services. DocuStore is a full service company providing multiple services to the City to meet all our record management needs.

PROCESS:

Vendor Name and Address:

DocuStore, Inc.
6620 Lonyo Street
Dearborn, MI 48126

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order

BUDGET:

Funding included in the FY 2017 Adopted Budget and the FY 2018 Projected Budget.

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

RECOMMENDATION:

City Council is recommended to authorize a blanket purchase order for records management services to DocuStore, Inc., Dearborn, Michigan for a total amount not-to-exceed \$100,000.00 through December 31, 2018 with options to renew at the City's discretion and further authorizes the Mayor to execute the contract addendum 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 | | |