



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)

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Legislative File No: 2014-0150

**TO:** Mayor and City Council Members  
**FROM:** Bob Grace, MIS Department – 248.841.2475  
**DATE:** April 28, 2014  
**SUBJECT:** Blanket Purchase Order for Cloud-Based Backup and Recovery Services

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**REQUEST:**

City Council is requested to approve a blanket purchase order to Docustore Data Management, Dearborn, Michigan, for the purchase of contractual services for Cloud-Based Backup and Recovery Services for two years at a yearly rate of \$35,000.00 for a not-to-exceed total of \$70,000.00.

**REASON FOR PURCHASE:**

Data backup and recovery is one of the most important services provided by the MIS Department. The importance of protecting the various types of user data and application databases to allow for a recovery in the event of a system failure or more serious event cannot be underestimated. In 2011, in an effort to increase the security and effectiveness and to reduce the cost of providing this service, a request for proposals (RFP) was issued. At that time, Docustore Data Management—a Michigan-based company—was selected as providing the best services at the lowest anticipated price.

The contract entered into with Docustore in 2011 stipulated a one-year contract with the option to renew for four additional years at the above noted price. Over the first three years of the contract, the annual cost was lower than the \$45,000.00 of the contractual agreement, thus allowing for a buffer in the event of a possible disaster requiring additional costs for recovery services. This two-year extension of the contract anticipates a similar buffer.

This project introduced a new approach to data protection for the city. It allowed MIS to provide a more secure method of protecting our data. Our previous backup system was more than five years old in 2011 and in need of replacement. This project allowed us to improve our data protection services while avoiding a large capital purchase along with the hardware and software maintenance costs associated with it.

**PROCESS:**

**Vendor Name and Address:**

Docustore Data Management  
6620 Lonyo Avenue  
Dearborn, MI 48126

**Reason for Selection:**

Best combination of value and price

**Method of Purchase:**

Contract/Two-year blanket purchase order

**BUDGET:**

This service will be paid with funds accounted for in the 2014, 2015 and 2016 budgets for backup services.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
MIS	636.807000	Contractual Services	\$70,000.00	\$70,000.00	0.00

**RECOMMENDATION:**

It is recommended that the Rochester Hills City Council approve a blanket purchase order to Docustore Data Management, Dearborn, Michigan, for the purchase of contractual services for Cloud-Based Backup and Recovery Services for two years at a yearly rate of \$35,000.00 for a not-to-exceed total of \$70,000.00.

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