



**City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS**

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Legislative File No: 2010-0520

TO: Mayor and City Council Members
FROM: Susan Galezka, Deputy Clerk
DATE: November 23, 2010
SUBJECT: Records Management Services

REQUEST:

The Clerk's Office is requesting Council authorize of a blanket purchase to DocuStore, Inc. Dearborn, Michigan for citywide Records Management Services in the amount not-to-exceed \$162,000 for a three year period, with options to renew at the City's discretion and authorize the Mayor to execute the contract on behalf of the City.

REASON FOR PURCHASE:

The goal of the City's Records and Archive Management Program (RAMP) is to ensure that the City meets the basic records management principles of accountability, integrity, compliance, availability, protection and retention and disposition through the most cost effective and efficient means. In order to meet this goal, the RAMP Steering Committee determined that the City would be best served by consolidating all the records management functions under one umbrella through the Clerk's Office.

As part of the RAMP Implementation Plan in January 2010, the City solicited Request for Proposals (RFP) encompassing all aspects of records management: off-site storage, imaging, image on demand and microfilming. The City received six (6) responses, which were reviewed and evaluated by the Records Management RFP Committee. Based on qualifications and ability to provide the varied services, the Committee short listed the group down to two possible vendors and did site visits to both facilities. The Committee found that although both facilities met all the necessary criteria for an off-site storage company including proper fire suppression, security monitoring and fencing, and environmentally controlled vault and had disaster recovery/business resumption plan in place, and could provide quality hosted services for imaging and image on demand, as well as microfilming, DocuStore, Inc. fees were significantly lower. References for DocuStore, Inc. were contacted with positive responses. They perform similar services for the City of Dearborn, City of Flat Rock Police Department, and the City of Ferndale.

In addition, based on requests from City Council, the Committee investigated the movement of City records to the DPS Facility. A review of each Department's records, which are currently stored off-site, was completed identifying those records that were vital to the continuation of City operations if a disaster occurred, records that were sensitive in nature in respect to the City's Red Flag Policy, and records that were confidential in nature. It was determined that these groups of records would remain off-site to either meet the separation requirement for disaster recovery purposes and/or limit access and liability of records that were sensitive in nature. The remaining 1000+ boxes will be moved to the DPS Facility by DocuStore, Inc.

DocuStore has agreed to facilitate the move of all records, whether to their facility or the DPS Facility at no charge to the City. In addition, DocuStore has agreed to provide the City an area to conduct an audit of the boxes, at no charge to the City, to ensure that the boxes are stored in the appropriate facility.

PROCESS:

Vendor Name and Address:

DocuStore, Inc.
6620 Lonyo Street
Dearborn, MI 48126

Reason for Selection:

Best value and lowest cost

Method of Purchase:

Three-year blanket purchase order

BUDGET:

As part of the transfer of records to either the new vendor or the DPS Facility, the City will be required to pay the Permanent Withdrawal Fees to the current vendor. DocuStore, Inc. has agreed to initially pay the permanent withdrawal fees for the records that will be stored at its facility and the City will be responsible for paying the Permanent Withdrawal Fees for the boxes being moved to the DPS Facility. The Clerk’s Budget has funds available in its 2010 Budget to cover the permanent withdrawal fees for the boxes being sent to the DPS Facility. We have been successful in negotiating with DocuStore, Inc. no Permanent Withdrawal Fees for any new boxes stored at their facility and a diminishing removal fee for records being transferred to their facility where in six years the fee would be completely eliminated.

DPS/Engineering has been selected to pilot the imaging project and have been preparing to move forward. They have monies in the 2010 Water and Sewer Budgets to cover these costs. Funds in the 2011, 2012, and 2013 Clerk’s Budget will cover the off-site storage costs, hosting fees for Imaging and Image on Demand. In addition, the remaining costs will cover the continuation of imaging projects and microfilm on an as need basis.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
2010					
Water/Sewer	510-Sewer	807000-Contractural Services	\$12,000	\$6,000	\$6,000
Water/Sewer	530-Water	807000-Contractural Services	\$12,000	\$6,000	\$6,000
2011, 2012, 2013					
General	215-Clerk’s	801000-Professional Services	\$162,000	\$150,000	\$12,000

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize the issuance of a blanket purchase order to DocuStore, Inc, Dearborn, Michigan, for Records Management Services, including off-site storage, imaging, Image on Demand, and microfilming, for a period of three (3) years, with options to renew at the City’s discretion in the amount not to exceed \$162,000.00.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
City Council Liaison		

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