



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)

Legislative File No: 2014-0065

**TO:** Mayor and City Council Members  
**FROM:** Tina Barton, City Clerk  
**DATE:** February 10, 2014  
**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 \$150,000 through December 31, 2016, 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:**

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

DocuStore has provided excellent services to the City during the past three (3) years for Records Management Services. DocuStore is a full service company providing multitude of different services to the City to meet all of 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:**

Funds are included in the 2014 Adopted Budget, as well as the 2015-2016 Projected Budgets at \$50,000 per year.

Fund Name	Department Account No	Account No. Description	2014-2016 Budget	2014-2016 Cost	2014-2016 Remaining
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			Amount		Budget
101 - General Fund	215 - Clerk's Office	801000 - Professional Services	\$150,000	\$150,000	\$0

**RECOMMENDATION:**

City Council is requested to authorize a blanket purchase order for Records Management Services to DocuStore Inc., of Dearborn, Michigan for a total amount not-to-exceed \$150,000.00 through December 31, 2016 with options to renew at the City's discretion and authorize the Mayor to execute the contract on behalf of the City.

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