

RESOLUTION NO. 2018-100

AUTHORIZING CONTRACT NO. 2018-116 WITH RETRIEVEX, INC. D/B/A ACCESS INFORMATION MANAGEMENT TO PROVIDE RECORDS STORAGE, MANAGEMENT AND DESTRUCTION SERVICES FOR A PERIOD OF FIVE YEARS, IN AN AMOUNT NOT TO EXCEED \$355,625.00 (GENERAL FUND, SUPPORT SERVICES DEPARTMENT BUDGET)

WHEREAS, laws and regulations require GCRTA to maintain records in accordance with GCRTA's record retention program and to destroy records according to the GCRTA records destruction program; and

WHEREAS, these records storage, management and destruction services are available from Retrievox, Inc. d/b/a Access Information Management, located at 1 Andrews Circle, Brecksville, OH 44141; and

WHEREAS, the Ohio Revised Code, Section 306.43(H)(2) provides that competitive bidding is not required when the purchase consists of goods or services, or any combination thereof, and after reasonable inquiry the board or any officer or employee the board designates finds that only one source of supply is reasonably available; and

WHEREAS, Retrievox, Inc. d/b/a Access Information Management, and its predecessors, have cataloged and stored GCRTA's records utilizing their proprietary system and storage facility for twenty-five years; and

WHEREAS, GCRTA's records management program is designed for the storage, management and destruction system established by Retrievox, Inc. d/b/a Access Information Management and no other vendor has access to the Retrievox facility or the cataloging system; and

WHEREAS, Retrievox, Inc. d/b/a Access Information Management has offered to provide records storage, management and destruction services at a negotiated amount not to exceed \$355,625.00 for a period of five years; and

WHEREAS, the Interim CEO, General Manager/Secretary-Treasurer deems the offer of Retrievox, Inc. d/b/a Access Information Management, as negotiated, to provide records storage, management and destruction services, to be in the best interest of the Authority and recommends acceptance thereof by the Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That the offer of Retrievox, Inc. d/b/a Access Information Management to provide records storage, management and destruction services for a period of five years, be and the same is hereby accepted.

Section 2. That the Interim CEO, General Manager/Secretary-Treasurer of the Authority be and he is hereby authorized to enter into a sole source contract with Retrievox, Inc. d/b/a Access Information Management to provide said services for a period of five years.

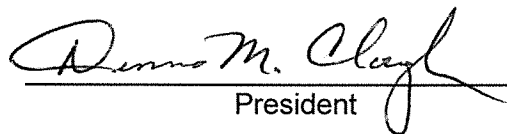
Section 3. That said contract shall be payable from the General Fund, Support Services Department budget, in an amount not to exceed \$355,625.00 for a period of five years.

Section 4. That said contract shall be binding upon and an obligation of the Authority contingent upon future funding, compliance by the contractor with the Specifications and Addenda, if any; the Affirmative Action Plan adopted by the Board of Trustees in Resolution No. 2015-076; bonding and insurance requirements and all applicable laws relating to contractual obligations of the Authority.


Section 5. That the Greater Cleveland Regional Transit Authority's Board of Trustees expects that RetrieveX, Inc. d/b/a Access Information Management will attempt to exceed the 0% minimum DBE goal assigned to this procurement.

Section 6. That this resolution shall become effective immediately upon its adoption.

Adopted: October 16, 2018



President

Attest: 

Interim CEO, General Manager/Secretary-Treasurer



TITLE/DESCRIPTION: CONTRACT: RECORDS STORAGE, MANAGEMENT AND DESTRUCTION SERVICES VENDOR: RETRIEVEX, INC. D/B/A ACCESS INFORMATION MANAGEMENT AMOUNT: AMOUNT NTE \$355,625.00 FOR FIVE-YEAR PERIOD	Resolution No.: 2018-100
	Date: October 11, 2018
	Initiator: Support Services
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 **PURPOSE/SCOPE:** This action will allow the Authority to enter into a sole source contract for records storage, management and destruction services for a period of five years.

- 2.0 **DESCRIPTION/JUSTIFICATION:** Laws and regulations require GCRTA to maintain records for a specified length of time and to destroy records according to the GCRTA records destruction program. A record can be a file, blueprint or other form of document. The records storage center is used for storage of inactive and permanent paper records, secured records and bulk storage. Currently, there are more than 11,000 record holdings. It is impossible to maintain this volume of records within GCRTA offices because of space constraints, security concerns and the environmental requirements needed to preserve these records. Therefore, having an off-site records storage facility is in the best interest of the Authority. The services include, but are not limited to, destruction and document scanning. The vendor provides a chain of custody with barcode scanning on all items traveling to and from GCRTA. GCRTA can consolidate pickups and deliveries, which provides a cost savings and an added level of security. Destruction of the 5,500 records that are currently eligible will save the Authority approximately \$52,000.00 over the life of the five year contract. All services will be processed on a single invoice, along with one point of contact, thus simplifying and reducing administrative efforts. Retrievox, Inc. dba Access, formerly Cintas Corporation (Andrews Records Management, Inc. prior to that) has successfully performed the Authority's records management services in previous years. In addition to GCRTA, other current clients include the Cleveland Clinic Foundation, Lincoln Electric, University Hospitals, Squire Patton Boggs and Thompson Hine among many others.

- 3.0 **PROCUREMENT BACKGROUND:** This contract for records storage and services is exempted from competitive bidding as authorized by Section 306.43(H)(2) of the Ohio Revised Code. After negotiations, Retrievox, Inc. d/b/a Access Information Management offered to provide records storage, management and destruction services in an amount not to exceed \$355,625.00 for a period of five years. Of this total price, \$24,750.00 will cover a one-time destruction of eligible records.

Staff Summary & Comments
Records Storage and Services
Page 2

Although GCRTA has competed this service previously, all prior competitive procurements have demonstrated that the current vendor is a sole source because of the proprietary processes used to store and catalog the records. In order to retain the records in their current location and with the cataloging that all departments within GCRTA utilized, GCRTA must remain with this same vendor. Retrievevex, Inc. d/b/a Access Information Management has offered to scan and shred the records as part of the cataloging system to reduce costs for transportation to a scanning and shredding facility, as well as, maintaining a chain of custody. Retrievevex, Inc. d/b/a Access Information Management is the sole source vendor for the document storage system.

A price analysis has been performed and the Procurement Department has determined that the price is fair and reasonable to the Authority.

- 4.0 **AFFIRMATIVE ACTION/DBE BACKGROUND:** All Affirmative Action requirements have been met. A 0% DBE goal was established for this procurement due to the lack of certified DBE firms.
- 5.0 **POLICY IMPACT:** This procurement will permit the Authority to provide records storage, management and destruction services in accordance with the Authority's Administrative Procedure No. 009.
- 6.0 **ECONOMIC IMPACT:** The contract will be funded through the General Fund, Support Services Department budget in an amount not to exceed \$355,625.00 for a period of five years. This price is approximately 1% below the independent cost estimate of \$360,000.00.
- 7.0 **ALTERNATIVES:** Reject this offer. Rejection of this offer would require the Authority to store records on-site at a considerable expense due to the space constraints, security needs and environmental requirements needed to preserve those records.
- 8.0 **RECOMMENDATION:** It is recommended that the offer of Retrievevex, Inc. d/b/a Access Information Management be accepted and the resolution passed authorizing the Interim CEO, General Manager/Secretary-Treasurer to enter into a contract.
- 9.0 **ATTACHMENTS:** None.

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.



Interim CEO, General Manager/Secretary-Treasurer