



Finance and Administrative Services Department
RECORDS, TAXES, AND TREASURY DIVISION
115 S. Andrews Avenue, Room 120 • Fort Lauderdale, Florida 33301 • 954-357-5777 • FAX 954-357-5573

DATE: May 15, 2015

TO: Brenda J. Billingsley, Director
Purchasing Division

FROM: Thomas Kennedy, Assistant Director
Records, Taxes and Treasury Division

Digitally signed by Tom Kennedy
DN: dc=city, dc=broward, dc=bc,
ou=Organization, ou=RTT,
ou=Users, cn=Tom Kennedy
Date: 2015.05.14 18:26:47 -0400

SUBJECT: Request for Sole Source Sole Brand Both

RE: Data and Records Storage and Related Services
Master Agreements# A0884706A1/3/4

I have reviewed the following sole source justification and concur with subject request, fully understanding the implications of Section 838.22 of the Florida Statutes:

(2) "It is unlawful for a public servant, with corrupt intent to obtain a benefit for any person or to cause unlawful harm to another, to circumvent a competitive bidding process required by law or rule by using a sole source contract for commodities or services."

(5) "Any person who violates this section commits a felony of the second degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084."

This requirement has been discussed Leahann Licata of the Purchasing Division in January/February, 2015

Please consider this a Most Reasonable Source and Brand request for data and records storage and related services, using Iron Mountain.

RECOMMENDATION

The Records, Taxes & Treasury Division (RTT) is requesting approval to negotiate an Amendment to the Master Services Agreement with Iron Mountain National Underground Storage, Inc. This will allow us to continue the use of content retention and related records management services in order to secure the County's Official and Public Records interests on a continued long-term basis.

JUSTIFICATION

RTT is mandated by state and local statute to maintain the Official and Public Records of Broward County. Since 2000, Iron Mountain, Inc. has been the existing provider records management and storage and is the only company that can provide the full range of content retention services

required by Broward County. Having these services performed by another vendor would be impractical due to security concerns and would not be cost-effective. In addition to a lack of qualified vendors available locally, utilizing another vendor would require relocating the microfilm and other environmentally sensitive media from a controlled environment, which would potentially expose these media to damaging conditions and could further exacerbate any latent damage.

Iron Mountain currently provides multiple services to Broward County, which includes the following:


- Underground Cold Storage (50° F) in Boyers, Pennsylvania
- Private Vault Underground Storage (70° F) in Boyers, PA of the Official Records of Broward County (Microfilm, CDs and DVDs)
- Vault storage for permanent paper records (68° F) and 20 – 30% relative humidity
- Microfilm Auditing Services
- Local Data Storage for Tape Backups

The amount spent on the records storage and related services mentioned above has been approximately \$80,000 per year over the past four years. The services are utilized by a number of County agencies in addition to RTT, as well as the County's Constitutional Officers.

Given these factors, RTT respectfully requests the Purchasing Division make a finding of reasonable/sole-brand/sole-source standardization of content retention and protection services from Iron Mountain, Inc. If you have additional questions, please contact me at 954-357-5440 or gmehring@broward.org.

Thank you for your consideration.

**** DO NOT WRITE BELOW THIS LINE. FOR PURCHASING DIVISION USE ONLY****

I, Sachiel F. Simon, Purchasing Agent II , concur with the above request, which has been examined by me, and the required due diligence has been performed (refer to Procurement Code Section 21.34 Sole Source Procurement, and 21.35 Sole Brand Procurement).

Digitally signed by Simon, Sachiel
DN: dc=cty, dc=broward, dc=bc,
ou=Organization, ou=BCC, ou=PU,
ou=Users, cn=Simon, Sachiel
Date: 2015.07.24 10:02:04 -04'00'

Date: 8/17/15

Estimated Amount: \$ 475,000

Only one source
Sole Brand

Only one reasonable source

RFI attached

Rejected – see additional information

Additional Information:

This agreement has been in place since December 14, 2010 and expires December 13, 2015; there are no available renewals. Pricing is negotiated on an annual basis based on CPI. Current expenditures to date total \$473,884; inclusive of all amendments issued under this agreement. The long term solution for the local data management portion of this contract is to store everything digitally or on the "cloud".

The long term solution for the underground storage is to continuing utilizing Iron Mountain and seek standardization. Relocating the microfilm and other environmentally sensitive media from a controlled environment, which would potentially expose these media to damaging conditions and could further exacerbate any latent damage. Lost of those files could potentially put the County in breach of State and Federal Law. RTT is requesting recommendation to negotiate and enter into another five year term agreement with vendor.

EXHIBITS: (attach supporting documentation)

There are data storage companies that have the ability and facilities to store the County's records local data storage needs. The local data storage represents 13% of the total contract value. Because the local storage data is being phased out and moved to the "cloud", this Agent recommends that the two services not be separated at this time.

Brenda J. Billingsley
Signature _____ Title _____
Approved by the appropriate Award Authority _____
Date _____

Digitally signed by Brenda J. Billingsley
DN: cn=Brenda J. Billingsley, o=Broward
County, ou=Purchasing Division,
email=bbillingsley@broward.org, c=US
Date: 2015.09.11 15:08:00 -04'00'