

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, APPROVING AND AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO EXECUTE AN AGREEMENT WITH VITAL RECORDS HOLDINGS, LLC D/B/A VITAL RECORDS CONTROL FOR RECORDS MANAGEMENT STORAGE AND SHREDDING SERVICES IN AN ANNUAL AMOUNT UP TO \$120,000.00 OVER A FIVE-YEAR PERIOD.

WHEREAS, the Office of the City Clerk, Records and Archives Division ("City Clerk"), desires to purchase Records Management, Storage and Shredding Services which include offsite storage, maintenance of records, pick up, receiving, delivery of inactive records for the City and shredding services of City documents as required in accordance with State Statutes; and

WHEREAS, Section 38.43 of the Procurement Code states that when the estimated annual cost of goods, supplies, materials, equipment, or services exceeds \$50,000.00, a formal solicitation process shall be completed that may result in a written contract(s) and/or purchase order(s) after due public notice inviting bids or proposals; and

WHEREAS, on April 14, 2025, Invitation for Bid Number IFB-301-25-SA ("IFB") was electronically advertised on OpenGov.com to solicit the desired Records Management, Storage and Shredding Services in accordance with Section 38.43(A) of the Procurement Code; and

WHEREAS, the IFB resulted in bids from the following four companies by the response due date of June 12, 2025:

- | | |
|--|--------------------|
| 1. Access Information Management | \$316,603.708 |
| 2. Carahsoft Technology Corporation | \$181,170.68 |
| 3. Iron Mountain Information Management, LLC | \$ 222,034.70 |
| 4. Vital Records Control | \$ 91,892.90 ; and |

WHEREAS, the City Clerk, and Procurement staff thoroughly evaluated the bid for responsiveness and responsibility, and Vital Records Control was determined to be the lowest responsive and responsible bidder and therefore provided the best value to the City; and

WHEREAS, on August 12, 2025, a Notice of Intent to Award to Vital Records Control was posted and resulted in zero bid protests; and

WHEREAS, the City Clerk and Chief Procurement Officer recommend that the City Commission authorize the execution of an Agreement and issuance of a Blanket Purchase Agreement to the lowest responsive company, Vital Records Control, for a term of five years with an option to renew for one additional five-year period to provide Records Management, Storage and Shredding Services; and

WHEREAS, a portion of the funding for this Blanket Purchase Agreement is available the FY 2026 Operating Budget in account number 557.111002.51900.544020.000000.000.000 and will be budgeted in subsequent fiscal years' operating budget subject to approval and adoption by the City Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA.

Section 1: That the foregoing "WHEREAS" clauses are ratified and confirmed as being true and correct and are incorporated in this Resolution.

Section 2: That it authorizes the appropriate City officials to execute an Agreement and issue a Blanket Purchase Agreement with Vital Records Holding, LLC d/b/a Vital Records Control, together with such non-material changes as may be subsequently agreed to by the City Manager and approved as to form and legal sufficiency by the City Attorney.

Section 3: That this Resolution shall be in full force and effect immediately upon its passage and adoption.

PASSED AND ADOPTED this _____ day of _____, 2025.

JOSH LEVY, MAYOR

ATTEST:

PATRICIA A. CERNY, MMC
CITY CLERK

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

DAMARIS HENLON
CITY ATTORNEY