



City of Hollywood
Procurement Services

Otis Thomas, Interim Director/Chief Procurement Officer
2600 Hollywood Boulevard, Hollywood, FL 33020

EVALUATION TABULATION

IFB No. IFB-301-25-SA

Records Management, Storage, and Shredding Services

RESPONSE DEADLINE: June 12, 2025 at 2:00 pm

Report Generated: Monday, August 11, 2025

SELECTED VENDOR TOTALS

Vendor	Total
Vital Records Control	\$91,892.90
Carahsoft Technology Corporation	\$181,170.68
Iron Mountain Information Management, LLC	\$222,034.70
Access Information Management	\$316,603.708

TABLE 1

If there is no fee associated with a specific line item, enter "0.00" for the Unit Cost. Note: All services must be fulfilled as outlined in the bid, whether there is a cost associated or not.

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Selected	Line Item	Description	Estimated Annual Quantity	Unit of Measure	Access Information Management		Carahsoft Technology Corporation		Iron Mountain Information Management, LLC		Vital Records Control	
					Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
X	1	Storage cost per box on a monthly basis / One point two (1.2) cubic foot box Item / Two and one half (2.5) cubic feet / Map boxes not exceeding 5" x 8" x 44"	192000	Box	\$0.1593	\$30,585.60	\$0.21	\$40,320.00	\$0.88	\$168,960.00	\$0.30	\$57,600.00
X	2	Pick-up Fee (from City location) Per Box	2000	Box	\$0.7725	\$1,545.00	\$4.05	\$8,100.00	\$2.26	\$4,520.00	\$0.10	\$200.00
X	3	Delivery Fee (to City location) Per Box	1000	Box	\$0.7725	\$772.50	\$4.05	\$4,050.00	\$2.26	\$2,260.00	\$0.10	\$100.00
X	4	Delivery Fee (to City location) Emergency delivery (within four hours)	100	Box	\$5.472	\$547.20	\$60.75	\$6,075.00	\$2.26	\$226.00	\$0.65	\$65.00
X	5	Indexing/Cataloging Fee / Per Box	4000	Box	\$0.86	\$3,440.00	\$2.35	\$9,400.00	\$0.70	\$2,800.00	\$0.00	\$0.00
X	6	Data Entry / Price per hour	480	Per Hour	\$79.669	\$38,241.12	\$28.95	\$13,896.00	\$44.95	\$21,576.00	\$0.00	\$0.00
X	7	Re-filing Container fee / Per Box	1000	Box	\$1.2138	\$1,213.80	\$4.05	\$4,050.00	\$1.26	\$1,260.00	\$3.00	\$3,000.00
X	8	Add New Container fee / Per Box	3000	Box	\$1.6317	\$4,895.10	\$4.05	\$12,150.00	\$1.26	\$3,780.00	\$2.00	\$6,000.00
X	9	Retrieve Container Fee / Per Box	1000	Box	\$0.9573	\$957.30	\$4.05	\$4,050.00	\$2.47	\$2,470.00	\$3.00	\$3,000.00

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					Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
X	10	Shredding/Destruction of Container Fee / Per Box	2000	Box	\$2.4004	\$4,800.80	\$14.18	\$28,360.00	\$1.46	\$2,920.00	\$5.00	\$10,000.00
X	11	Shredding/Destruction of City Documents / Monthly Services / Police Department, 3250 Hollywood Boulevard (2 bins) / City Hall, 2600 Hollywood Boulevard (3 bins) / Monthly pick up / 65 Gal Bins/Certificate of Destruction issued upon completion	12	Monthly	\$10.5315	\$126.378	\$481.26	\$5,775.12	\$74.25	\$891.00	\$30.00	\$360.00
X	12	Destruction Fee for additional services outside the monthly schedule/Per Bin (65 Gallon Bin)	100	Bin	\$13.5315	\$1,353.15	\$63.62	\$6,362.00	\$10.85	\$1,085.00	\$40.00	\$4,000.00
X	13	Relocation Fee / From current repository to new repository	16000	Box	\$13.68	\$218,880.00	\$1.44	\$23,040.00	\$0.00	\$0.00	\$0.00	\$0.00
X	14	Report Fee / Per page	500	Page	\$0.00	\$0.00	\$0.49	\$245.00	\$4.50	\$2,250.00	\$0.00	\$0.00
X	15	Supplies - Bar code labels (cost per label)	1000	Each Label	\$0.00	\$0.00	\$0.37	\$370.00	\$0.50	\$500.00	\$0.00	\$0.00

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Selected	Line Item	Description	Estimated Annual Quantity	Unit of Measure	Access Information Management		Carahsoft Technology Corporation		Iron Mountain Information Management, LLC		Vital Records Control	
					Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
X	16	Supplies - New standard size storage boxes (cost per box)	2500	Box	\$3.60	\$9,000.00	\$5.94	\$14,850.00	\$2.50	\$6,250.00	\$3.00	\$7,500.00
Total						\$316,357.948		\$181,093.12		\$221,748.00		\$91,825.00

ADDITIONAL FEES (OPTIONAL)

Please indicate all other fees charged by vendor if they are not part of the bid request. Enter a description for each additional fee and include vendor's unit of measure in the description if different from default "each". If additional fees are not applicable, please indicate "No Bid" on each applicable line item. Note: The City reserves the right to accept or deny any additional service fees or reject bids due to additional service fees.

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Additional Fees (Optional)				Access Information Management		Carahsoft Technology Corporation		Iron Mountain Information Management, LLC		Vital Records Control	
Selected	Line Item	Title	Unit of Measure	Unit Cost	Item Description (include vendor's Unit of Measure)	Unit Cost	Item Description (include vendor's Unit of Measure)	Unit Cost	Item Description (include vendor's Unit of Measure)	Unit Cost	Item Description (include vendor's Unit of Measure)
X	1	Additional Fee A:	Each	\$33.00	Standard Delivery / Pickup PER TRIP	\$19.06		\$20.00	Transportation Fee applied to shred pick-ups and box storage pick-ups and deliveries. Billed per trip for all City of Hollywood locations within the city limits outside of the Monthly program for Police Dept. and City Hall. Billed in combination with applicable per bin charge (line 12) and per box pick-up and delivery fee (lines 2, 3, and 4).	\$19.95	Admin Fee

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Additional Fees (Optional)				Access Information Management		Carahsoft Technology Corporation		Iron Mountain Information Management, LLC		Vital Records Control	
Selected	Line Item	Title	Unit of Measure	Unit Cost	Item Description (include vendor's Unit of Measure)	Unit Cost	Item Description (include vendor's Unit of Measure)	Unit Cost	Item Description (include vendor's Unit of Measure)	Unit Cost	Item Description (include vendor's Unit of Measure)
X	2	Additional Fee B:	Each	\$104.40	Rush Delivery PER TRIP	\$58.32		\$60.00	Shred onsite and offsite minimum trip charge for standard and on-call trips. Billed per trip applied to all city locations outside of the monthly shred program for City Hall and the Police Station.	\$27.95	Compliance Reporting Fee
X	3	Additional Fee C:	Each	\$108.36	Admin Fees PER MONTH	\$0.18		\$206.70	Billed per trip for records management pick-ups and drop-off of boxes within City Limits of Hollywood. Billed in combination with per box pick-up and delivery fee.	\$20.00	Digital Storage
Total				\$245.76		\$77.56		\$286.70		\$67.90	

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