

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, ACCEPTING THE RECOMMENDATION OF THE CITY MANAGER, PURSUANT TO REQUEST FOR PROPOSALS (RFP) 2021-091-KB FOR COMMERCIAL RECORDS MANAGEMENT; AUTHORIZING THE ADMINISTRATION TO ENTER INTO NEGOTIATIONS WITH ACCESS INFORMATION MANAGEMENT CORPORATION, AS THE TOP RANKED PROPOSER; FURTHER, IF THE ADMINISTRATION IS NOT SUCCESSFUL IN NEGOTIATING AN AGREEMENT WITH ACCESS INFORMATION MANAGEMENT SYSTEM, AUTHORIZING THE ADMINISTRATION TO ENTER INTO NEGOTIATIONS WITH GRM INFORMATION MANAGEMENT SERVICES OF MIAMI LLC, AS THE SECOND RANKED PROPOSER; FURTHER, AUTHORIZING THE CITY MANAGER AND CITY CLERK TO EXECUTE AN AGREEMENT UPON CONCLUSION OF SUCCESSFUL NEGOTIATIONS BY THE ADMINISTRATION; AND FURTHER, APPROVING THE MONTH TO MONTH EXTENSION OF THE CURRENT AGREEMENT WITH GRM INFORMATION MANAGEMENT SERVICES OF MIAMI LLC, UNTIL SUCH TIME AS A NEW AGREEMENT CAN BE EXECUTED AND THE SERVICES TRANSITIONED TO THE NEW PROVIDER.

WHEREAS, several City departments currently outsource all or a portion of the records retention requirements (offsite storage, records inventory management, retrieval, pick-up/delivery, electronic records management portal and destruction services) to a third-party storage and service provider; and

WHEREAS, the purpose of this RFP is to seek proposals from qualified firms with demonstrated experience in records retention and related services and a proven record of providing exceptional customer service, custodianship, and responsiveness; and

WHEREAS, on February 11, 2021, the Mayor and City Commission approved the issuance of Request for Proposals (the "RFP") 2021-091-KB for Commercial Records Management with a due date of April 2, 2021; and

WHEREAS, the City received proposals from the following two (2) firms: Access Information Management Corporation ("Access") and GRM Information Management Services of Miami LLC ("GRM"); and

WHEREAS, on May 27, 2021, the Evaluation Committee ("Committee") appointed by the City Manager, convened to consider the proposals received; and

WHEREAS, the Committee was comprised of Victor Armendariz, Special Project Coordinator, Building Department; Theresa Buigas, Administrative Services Manager, Procurement Department; Patrick Camm, Records Management Specialist, City Clerk's Office; Jessica Gonzalez, Clerk of Boards, Planning Department; and Patrick Henry, Police Records Manager, Police Department; and

WHEREAS, the Committee was provided an overview of the project, information relative to the City's Code of Silence Ordinance and the Government Sunshine Law; and

WHEREAS, the Committee was also provided with general information on the scope of services, and a copy of each proposal and was further instructed to score and rank each proposal pursuant to the evaluation criteria established in the RFP; and

WHEREAS, the evaluation process resulted in the proposers being ranked by the Evaluation Committee in the following order:

- 1st - Access
- 2nd - GRM

WHEREAS, after reviewing all of the submissions and the results of the Evaluation Committee process, the City Manager concurs with the Evaluation Committee's recommendation and further requests authority to extend the agreement with the current provider, GRM, to ensure the continuation of services until a new agreement is in effect.

NOW, THEREFORE, BE IT DULY RESOLVED BY THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, that the Mayor and City Commission hereby accept the recommendation of the City Manager, pursuant to Request for Proposals (RFP) 2021-091-KB for Commercial Records Management; authorize the Administration to enter into negotiations with Access Information Management Corporation, as the top ranked proposer; further, if the Administration is not successful in negotiating an agreement with Access Information Management Corporation, authorize the Administration to enter into negotiations with GRM Information Management Services of Miami LLC, as the second ranked proposer; further, authorize the City Manager and City Clerk to execute an agreement upon conclusion of successful negotiations by the Administration; and further, approve the month to month extension of the current agreement with GRM Information Management Services of Miami LLC, until such time as a new agreement can be executed and the services have been transitioned to the new provider.

PASSED and ADOPTED this _____ day of _____ 2021.

ATTEST:

RAFAEL E. GRANADO, CITY CLERK

DAN GELBER, MAYOR

APPROVED AS TO
FORM & LANGUAGE
& FOR EXECUTION



City Attorney 

8-31-21

Date