

Mayor and Council Communication

DATE: 06/13/23

M&C FILE NUMBER: M&C 23-0457

LOG NAME: 13P23-0041 OFF-SITE ARCHIVE STORAGE EC LIBRARY

SUBJECT

(CD 9) Authorize Execution of a Purchase Agreement with Armstrong Archives, LLC. for Off-Site Archive Storage for the Library Department in an Annual Amount Up to \$154,205.00 and Authorize Four One-Year Renewals for the Same Annual Amount

RECOMMENDATION:

It is recommended that the City Council authorize execution of a purchase agreement with Armstrong Archives, LLC., for off-site archive storage for the Library Department in an annual amount up to \$154,205.00 and authorize four, one-year renewals for the same annual amount.

DISCUSSION:

The Library Department approached the Purchasing Division to finalize an agreement for providing off-site archive storage facilities and services. To procure these items, Purchasing issued a Request for Proposal (RFP) No. 23-0041 describing the specifications needed by the Library Department. This agreement will be used to move archival items out of the Central Library and into an off-site archive storage facility. The agreement will also provide for services to move archived items from storage to the Fort Worth History Center and back to storage, as needed.

The RFP was advertised in the *Fort Worth Star-Telegram* for six (6) consecutive Wednesdays, March 8, 2023, March 15, 2023, March 22, 2023, March 29, 2023, April 5, 2023, and April 12, 2023.

The City received four (4) responses. One bid (Veritrust, Inc.) was withdrawn due to prior obligations making it impossible for the Vendor to commit to the time frame to have all items removed from the Central Library.

An evaluation panel comprised of members of the Library Department and the City Secretary's Office reviewed and scored the submittals using the Best Value criteria.

The individual scores were averaged for each of the criteria and the final scores are listed in the table below.

Proposer	Evaluation Factors						
	a	b	c	d	e	Total	Rank
Armstrong Archives, LLC	14.67	14.00	9.00	13.00	16.00	66.67	1
Displays LLC dba Displays Fine Art Services	8.67	9.33	8.50	8.67	0.00	35.17	*
VRC Companies, LLC dba Vital Records Control	8.00	9.33	8.00	10.00	0.00	35.33	*

* Displays LLC and VRC Companies, LLC. did not achieve the minimum of 37.5 points for technical compliance with the scope of work and, therefore, did not receive a ranking.

Best Value Criteria:

- a) Contractor's Qualifications and Experience
- b) Methodology and Approach to Performing Services
- c) Resources (Personnel Available)
- d) Resources (Equipment/Storage Facility)
- e) Cost of services

After evaluation, the panel concluded that Armstrong Archives, LLC. presents the best value for the City. Therefore, the panel recommends that Council authorize an agreement with Armstrong Archives, LLC. Staff certifies that the recommended vendor's bid met specifications.

FUNDING: The maximum amount allowed under this agreement will be \$154,205.00; however, the actual amount used will be based on the need of the department and available budget. Funding is budgeted in the Other Contractual Services account of the Library Department's rollup within the General Fund.

DVIN-BE - The initial estimated bid amount for this procurement was less than \$100,000.00; therefore, a Business Equity goal was not applicable.

ADMINISTRATIVE CHANGE ORDER: An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

AGREEMENT TERMS: Upon City Council approval, this agreement shall begin upon execution and expire in one year from that date.

RENEWAL TERMS: This agreement may be renewed for up to four (4) additional, one-year terms. This action does not require specific City Council approval provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

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FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that upon approval of the recommendation, funds are available in the current operating budget, as previously appropriated, in the General Fund. Prior to an expenditure being incurred, the Library Department has the responsibility to validate the availability of funds.

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