SUMMARY STATEMENT

ITEM NO.: DRPA-20-090

SUBJECT: Off-site Records Storage Contract

COMMITTEE: New Business

COMMITTEE MEETING DATE: N/A

BOARD ACTION DATE: August 19, 2020

PROPOSAL: That the Board authorizes staff to negotiate a contract with GRM Information Management Services, Philadelphia, PA for off-site storage of DRPA and PATCO records.

AMOUNT: $400,000

CONSULTANT: GRM Information Management Services
3449 Fox Street
Philadelphia, PA 19129

OTHER CONSULTANT: DocuVault Delaware Valley, LLC

PROJECT ESTIMATE:

PURPOSE: To provide DRPA and PATCO with access to safe and secure off-site records storage and associated services.

BACKGROUND: The DRPA issued a RFP for the provision of off-site record storage services. The RFP was issued on May 26, 2020 with bids due on June 26, 2020. We received two (2) proposals. Proposals were reviewed by an Evaluation Committee consisting of General Counsel, Director – Information Services and the Records Manager. It was determined that GRM Information Management prosed the best value for the Authority.
Cost:

The Not to Exceed amount is $400,000.

The breakdown for the initial three-year term and two optional years are:

Year 1: $90,000  Optional Year 1: $77,500
Year 2: $77,500  Optional Year 2: $77,500
Year 3: $77,500

Accordingly, staff is seeking authorization to enter into an Agreement with GRM Information Management Services for the provision of off-site record storage and shredding services. This agreement will be for a term of three years, with option to extend, at the DRPA’s sole discretion, (2) one-year extensions. The not to exceed figure is based on anticipated storage and destruction needs for the duration of the contract.

SUMMARY:

Amount: NTE $400,000 (over 5 years)
Source of Funds: Revenue and General Funds
Capital Project #: N/A
Operating Budget: DRPA/PATCO- Contractual Services
Master Plan Status: N/A
Other Fund Sources: N/A
Duration of Contract: Three years with (2) one-year options
Other Parties Involved: N/A
RESOLUTION

RESOLVED: That the Board authorizes staff to negotiate a contract with GRM for the provision of off-site records storage services as described herein; and be it further

RESOLVED: The Chair, Vice Chair and the Chief Executive Officer must approve and are Hereby authorized to approve and execute all necessary agreements, contracts, or other documents on behalf of DRPA and PATCO. If such agreements, contracts, or other documents have been approved by the Chair, Vice Chair and Chief Executive Officer, and if thereafter, either the Chair or Vice Chair is absent or unavailable, the remaining Officer may execute the said document(s) on behalf of DRPA and PATCO, along with the Chief Executive Officer. If both the Chair and Vice Chair are absent or unavailable, and if it is necessary to execute the said document(s) while they are absent or unavailable, then the Chief Executive Officer shall execute such documents on behalf of DRPA and PATCO.

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