

RESOLUTION NO. 2023-99

AUTHORIZING CONTRACT NO. 2023-184 WITH ACCESS INFORMATION MANAGEMENT CORPORATION TO PROVIDE RECORDS STORAGE, MANAGEMENT, AND DESTRUCTION SERVICES, AS REQUIRED, FOR A PERIOD OF FIVE (5) YEARS, IN AN AMOUNT NOT TO EXCEED \$425,000.00 (GENERAL FUND, SUPPORT SERVICES DEPARTMENT BUDGET)

WHEREAS, laws and regulations require the Greater Cleveland Regional Transit Authority ("Authority") to maintain records in accordance with the Authority's records retention schedule; and

WHEREAS, Access Information Management Corporation, located at 1 Andrews Circle, Brecksville, OH 44141, and its predecessors, have cataloged and stored the Authority's records utilizing their proprietary system and storage facility for twenty-five years; and

WHEREAS, R.C. 306.43(H)(2) provides that competitive procedures are not required when the purchase consists of goods or services, or any combination thereof, and after reasonable inquiry the board or any officer or employee the board designates finds that only one source of supply is reasonably available; and

WHEREAS, the Authority's records management program is designed for the records storage, management, and destruction system established by Access Information Management Corporation, and no other vendor has access to the Access Information Management Corporation facility or its cataloging system; and

WHEREAS, Access Information Management Corporation has offered to provide records storage, management, and destruction services, as required, at negotiated rates resulting in a total contract amount not to exceed \$425,000.00 for a period of five (5) years; and

WHEREAS, the General Manager, Chief Executive Officer deems the offer of Access Information Management Corporation, as negotiated, to provide records storage, management, and destruction services, as required, to be in the best interest of the Authority and recommends acceptance thereof by the Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That the offer of Access Information Management Corporation to provide records storage, management, and destruction services, as required, for a period of five (5) years, be and the same is hereby accepted.

Section 2. That the General Manager, Chief Executive Officer of the Authority be and she is hereby authorized to enter into a contract with Access Information Management Corporation to provide said services, as required, for a period of five (5) years.

Section 3. That said contract shall be funded from the General Fund, Support Services Department budget, contingent upon Board approval of the FY 2024 General Fund Budget, in an amount not to exceed \$425,000.00 for a period of five (5) years.

Section 4. That said contract shall be binding upon and an obligation of the Authority contingent upon future funding, compliance by the contractor with the Specifications and Addenda, if any; the Affirmative Action Plan adopted by the Board of Trustees; bonding and insurance requirements and all applicable laws relating to contractual obligations of the Authority.

Section 5. That the Greater Cleveland Regional Transit Authority's Board of Trustees expects that Access Information Management Corporation will attempt to exceed the 0% minimum DBE goal assigned to this procurement.


Section 6. That this resolution shall become effective immediately upon its adoption.

Adopted: December 19, 2023



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President

Attest:

  
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Secretary-Treasurer



<b>TITLE/DESCRIPTION:</b> <b>CONTRACT:</b> RECORDS STORAGE, MANAGEMENT AND DESTRUCTION SERVICES, AS REQUIRED  <b>VENDOR:</b> ACCESS INFORMATION MANAGEMENT CORPORATION  <b>AMOUNT:</b> NTE \$425,000.00 FOR A PERIOD OF FIVE (5) YEARS	<b>Resolution No.:</b> 2023-99
	<b>Date:</b> December 14, 2023
	<b>Initiator:</b> Support Services Department
<b>ACTION REQUEST:</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

1.0 **PURPOSE/SCOPE:** This action will allow the Greater Cleveland Regional Transit Authority (“Authority”) to enter into a contract for records storage, management, and destruction services, as required, for a period of five (5) years.

2.0 **DESCRIPTION/JUSTIFICATION:** Laws and regulations require the Authority to maintain records for a specified length of time and to destroy records according to the Authority’s records retention schedule. A record can be a file, blueprint or other form of documentation. The records storage center is used for storage of inactive and permanent paper records, secured records, and bulk storage. Currently, there are more than 11,300 containers in storage. It is impossible to maintain this volume of records within the Authority’s offices due to space constraints, security concerns, and the environmental requirements needed to preserve these records. Therefore, having an off-site records storage facility is in the best interest of the Authority.

The services to be performed under this Contract include, but are not limited to, destruction and document scanning. The vendor provides a chain of custody with barcode scanning on all items traveling to and from the Authority. The Authority can consolidate pickups and deliveries, which provides cost savings and an added level of security. In addition to storage, Access Information Management Corporation will continue to scan and shred the records as part of the cataloging system to reduce costs for transportation to a scanning and shredding facility, as well as to maintain a chain of custody.

Access Information Management Corporation (formerly known as Retrievox, Inc. dba Access Information Management, Cintas Corporation and Andrews Records Management, Inc.) has successfully performed the Authority’s records management services since 1998. In addition to the Authority, other current clients include the State of Ohio, Cleveland Clinic Foundation, Lincoln Electric and University Hospitals, among many others.

3.0 **PROCUREMENT BACKGROUND:** This contract for records storage and services is exempt from competitive procedures, pursuant to R.C. 306.43(H)(2). Access Information Management Corporation offered to provide records storage, management, and destruction services, as required, at negotiated rates, in an amount not to exceed \$425,000.00 for a period of five (5) years.

The Authority last competed this service in 2013, at which time only one proposal was received. Since prior competitive procurements have demonstrated that the current vendor is the only vendor reasonably available to provide these proprietary services, the vendor has been determined to be a sole source.

A price analysis has been performed, and the Procurement Department has determined that the negotiated rates are fair and reasonable to the Authority.

- 4.0 AFFIRMATIVE ACTION/DBE BACKGROUND: All Affirmative Action requirements have been met. A 0% DBE goal was established for this procurement due to the lack of certified DBE firms.
- 5.0 POLICY IMPACT: This procurement will permit the Authority to provide records storage, management, and destruction services, as required, in accordance with the Authority's Administrative Procedure No. 009 and Ohio law.
- 6.0 ECONOMIC IMPACT: The contract will be funded through the General Fund, Support Services Department budget, contingent upon Board approval of the FY 2024 General Fund Budget, in an amount not to exceed \$425,000.00 for a period of five (5) years.
- 7.0 ALTERNATIVES: Reject this offer. Rejection of this offer would require the Authority to store records on-site at a considerable expense due to space constraints, security needs, and environmental requirements needed to preserve those records.
- 8.0 RECOMMENDATION: It is recommended that the offer of Access Information Management Corporation be accepted and the resolution passed authorizing the General Manager, Chief Executive Officer to enter into a contract.
- 9.0 ATTACHMENTS: None

Recommended and certified as appropriate to the availability of funds, legal form, and conformance with the Procurement requirements.

  
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General Manager, Chief Executive Officer