SINGLE SOURCE AWARD **BID # SS-0319-19**

Subject: RECORDS STORAGE, MANAGEMENT AND SECURE SHRED DESTRUCTION SERVICES

Department: Information Technologies Division

Description of Purchase:
Recommend approval to ratify the period of service from October 1, 2022 through date of contract execution.

Recommend approval to utilize the second of three (3) one (1) year renewal options with Access Information Management of Georgia, LLC, for records storage, management and secure shred destruction services for the City of Jacksonville's physical records. Period of service will be from date of contract execution through September 30, 2023. Total annual expenditure not to exceed $500,000.00 with supplier 3% increase request based on Consumer Price Index. Revised total award expenditure not to exceed $2,505,340.00.

Funding for this award to be encumbered by multiple funding sources, to be executed by formal contract amendment through the Office of General Counsel and process by purchase order(s).

Single Source Award To: Access Information Management of Georgia, LLC

Price Justification: See Attached

Total Award: $2,505,340.00 **Requisition #**

Attachments: Recommendation Memo, Vendor Letter, Vendor Quote, Previous Award

Certification as to Single Source: Kenneth Lathrop, Chief of Information Technologies Division/CIO

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

ANALYST: Ruben Ola

Dustin Freeman, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE
"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY

DATE: _____

APPROVED_____ **DISAPPROVED** _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

INFORMATION TECHNOLOGIES DIVISION

CITY OF JACKSONVILLE

DATE: October 13, 2022

TO: Dustin L. Freeman, Chief of Procurement - Acting

THRU: Kenneth E. Lathrop, Chief of Information Technologies / CIO

FROM: Thomas Ossi, Technology Contract and Records Manager

Kenneth E. Lathrop — Digitally signed by Kenneth E. Lathrop Date: 2022.10.17 10:21:26 -04'00'

THOMAS OSSI — Digitally signed by THOMAS OSSI Date: 2022.10.13 14:03:27 -04'00'

RE: **SS-0319-19 Records Storage, Management and Secure Shred Destruction Services - Renewal**

The Information Technologies Division (ITD) is requesting approval to enter into the second of three (3) one (1) year renewal options with Access Information Management of Georgia, LLC. The supplier was awarded the records storage, management, and secure shred destruction services for the City of Jacksonville's public records services. The award was for a three-year term through September 30, 2021, with three (3) one (1) year renewal options.

The second renewal option will begin on October 1, 2022, and continue through September 30, 2023. The total requested estimated annual expenditure for services is $500,000.00. Supplier has implemented a three percent (3%) rate increase based on the Consumer Price Index for FY2023.

The current award amount is $2,005,340.00, with the award increase, the total not-to-exceed expenditure amount is $2,505,340.00.

Upon award approval, a request for a contract will be made through the Office of General Counsel.

FUNDING SOURCE: Multiple Funding Sources

Tracy Geake — Digitally signed by Tracy Geake Date: 2022.10.14 11:58:12 -04'00'

Your favorable consideration of our request is greatly appreciated.

Attachments: Supplier Pricing Sheet
Supplier Renewal Letter
Bureau of Labor Statistics

CC: Elizabeth Brown, IT Operations Manager
Andre Conyers, IT Contract Administrator

DocuSign Envelope ID: 3A94E18F-D59C-4837-B59E-2033703A2BC9

Access Information Protected.
500 Unicorn Park Drive, Suite 503
Woburn, MA 01801
TEL 877.345.3546
WEB InformationProtected.com

September 20th, 2022

Mr. Tom Ossi
City of Jacksonville
Information Technologies Division
241 N. Hogan Street, 9th Floor
Jacksonville, FL 32202

Subject: SS-0319-19 Records Storage, Management, and Secure Shred Destruction Services to extend City Contract number 9794

Dear Tom,

In accordance with the bid, Access Information Management of Georgia LLC accepts the Terms and Conditions of the COJ Bid SS 0319-19 for the second annual renewal term of the contract; for the period of October 1st, 2022 through September 30th, 2023.

Access is requesting a rate change to the storage contract of 3%, as the lesser of rate increase, as the Cost of Living Adjustment for 2022 has increased by 8.3%.

Please review the attached COLA summary and COJ Rate Schedule reflecting the 3% increase.

Should you have any questions, please do not hesitate to contact your Account Executive, Marissa Kaeser.

Best regards,

DocuSigned by:
Dan DeLauro
C136CBC1C57D418...

Dan DeLauro

Director of Client Success

Access
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Service Type	Service Code	Definition	Monthly Est Qty	Unit	Rate
Storage Cost	ST-NEC10	Container Storage - Ancillary Box 9 (24" X 15" X 10" Environmentally/Air Condition Controlled **3.0 Cu. Ft.**)	10	Per Cubic Foot	$0.4043
Storage Cost	ST-RCSK1	Record Center Storage - Pallet		Per Pallet	$23.4957
Storage Cost	FILESOS	Tracking - Open Shelf		Per File	$0.0228
Service Cost	SR-ADDBX	Data Entry - Customer Provides Transmittals (Per	800	Per Carton	$1.0641
Service Cost	SR-ADDB1	Data Entry - Full Service Index (Per Carton)		Per Carton	$1.0641
Service Cost	SR-ADDB2	Data Entry Index-Web Carton (City Customer Putting in Data Description Via Web)	100	Per Carton	$0.1064
Service Cost	SR-ADDB4	Data Entry - Customer Provides Excel Spreadsheet (Per Carton)		Per Carton	$1.0641
Service Cost	SR-ADDB3	Initial Storage Processing - New Carton	500	Per Carton	$1.5961
Service Cost	SR-INDXB	Data Entry Index (index Each File)		Per File	$0.3192
Service Cost	SR-INDX2	Data Entry Index - Full Service (index Each File)	2,000	Per File	$0.3192
Service Cost	SR-INTER	Initial Charge to Process a New File for Existing	300	Per File	$2.6602
Service Cost	SR-RFLBX	Return a Carton that was Previously retrieved	100	Per Carton	$2.1282
Service Cost	SR-RETBX	Retrieval of Carton (Normal)	100	Per Carton	$2.6602
Service Cost	SR-RETBE	Retrieval of Carton (2-Hour Rush)		Per Carton	$2.6602
Service Cost	SR-RETBR	Retrieval of Carton (4-Hour Same Day)		Per Carton	$2.6602
Service Cost	SR-RETBD	Retrieval of Carton for Destruction		Per Carton	$2.6602
Service Cost	SR-RFLFL	Refile a file into carton that is currently stored	1,500	Per File	$0.5320
Service Cost	SR-RETFL	Retrieval of File		Per File	$2.6602
Service Cost	SR-RETFE	Retrieval of File (2-Hour Rush)		Per File	$2.6602
Service Cost	SR-RETFR	Retrieval of File (4-Hour Same Day)	100	Per File	$2.6602
Service Cost	SR-NIFN	Charge If File Not Found (Standard Retrieval	50	Per File	$2.1282
Service Cost	SR-NIFN1	Charge If File Not Found (2-Hour Rush Request)		Per File	$2.1282
Service Cost	SR-NIFNF	Charge If File Not Found (4-Hour Same Day		Per File	$2.1282
Service Cost	TR-ITEM	Per item charge for each item requested (normal	12,500	Per Carton	$0.0000
Service Cost	TR-ITMC1	Per item charge for each item requested (2 hours	50	Per Carton	$21.2817

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Award #:SS 0319-19 Rates
Effective 10/01/2022
through 9/30/2023

Service Type	Service Code	Definition	Monthly Est Qty	Unit	Rate
Storage Cost	ST-STD	Container Storage - Standard Box (15" X 12" X 10" Regular Storage **1.2 cu. Ft.**)	160,000	Per Cubic Foot	$0.0543
Storage Cost	ST-LTR	Container Storage - Letter Box (24" X 12" X 10" Regular Storage **2.4 cu. Ft.**)	2,400	Per Cubic Foot	$0.0543
Storage Cost	ST-LGL	Container Storage - Legal Box (24" X 15" X 10" Regular Storage **3.6 cu. Ft**)	2,500	Per Cubic Foot	$0.0543
Storage Cost	ST-CHECK	Container Storage - Check Box **(1.2 cu. Ft.)**	4,000	Per Cubic Foot	$0.0543
Storage Cost	ST-BAG1	Container Storage - Plan Bag (24" X 15" X 10" Regular Storage **2.35 cu. Ft.**)	150	Per Cubic Foot	$0.0543
Storage Cost	ST-EXHB1	Record Center Storage - Display **(8.0 cu. Ft.)** (Mapboards - Hard White boards for Exhibits)	10	Per Cubic Foot	$0.0543
Storage Cost	ST-XRAY	Container Storage - X-Ray Box (24" X 15" X 10" Regular Storage **1.8 cu. Ft.**)	18	Per Cubic Foot	$0.0543
Storage Cost	ST-NECO1	Container Storage - Ancillary box 1 (36" X 15" X 10" Regular Storage **3.6 cu. Ft.**)	7	Per Cubic Foot	$0.0543
Storage Cost	ST-NEC02	Container Storage - Ancillary Box 2 (48" X 15" X 10"Regular Storage **4.8 cu. Ft.**)	68	Per Cubic Foot	$0.0543
Storage Cost	ST-NEC03	Container Storage - Ancillary Box 3 (24" X 15" X 10" Regular Storage **6.0 cu. Ft.**)	113	Per Cubic Foot	$0.0543
Storage Cost	ST-STDV1	Climate Controlled/Vault Storage - Odd Size Box (12" X 15" X 10" Climate Controlled Fire Suppression Vault **1.2 cu. Ft.**)	130	Per Cubic Foot	$1.2769
Storage Cost	ST-NES05	Climate Controlled/Vault Storage - Check Box (Climate Controlled Fire Suppression Vault **1.2 cu. Ft.**)	20	Per Cubic Foot	$1.3580
Storage Cost	ST-NEC08	Container Storage - Ancillary Box 8 (15" X 12" X 10" Environmentally/Air Condition Controlled **1.2 Cu. Ft.**)	100	Per Cubic Foot	$0.4043
Storage Cost	ST-NEC09	Container Storage - Check Box 4 (24" X 12" X 10" Environmentally/Air Condition Controlled **2.4 Cu. Ft.**)	100	Per Cubic Foot	$0.4043

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Service Type	Service Code	Definition	Monthly Est Qty	Unit	Rate
Service Cost	TR-ITEM5	Per item charge for each item requested (4 hours same day)	50	Per Carton	$10.6408
Service Cost	SR-BMRPD	65 gal Bin - Shredding Rotation	100	Per Rotation	$10.6408
Service Cost	SR-BMRPU	65 gal Bin - Shredding - Unscheduled Rotation		Per Rotation	$10.6408
Service Cost	SR-BLRPD	95 gal Bin- Shredding Rotation		Per Rotation	$15.9135
Service Cost	SR-BLRPU	95 gal Bin - Shredding - Unscheduled Rotation		Per Rotation	$15.9135
Service Cost	SR-LABOR	Records Management Web Training	1	Per Class	$31.9225
Service Cost	SR-COPY1	Photocopy Files 1 Sided Only	10	Per Page	$0.1597
Service Cost	SR-IMAGE	Document Scanning 1 Sided Only	10	Per Page	$0.1597
Service Cost	SR-FAX	Fax Delivery/Receipt	10	Per Page	$0.1064
Service Cost	SR-IMAG1	Per e-mail charge to send secure e-mail (inventory)	1	Transaction	$1.0959
Service Cost	BX-STDCP	Purchase Carton Letter 15"x12"x10" Document Storage 1.2 cf	400	Per Carton	$1.1296
Service Cost	BX-XRYCP	Purchase Carton - Xray Storage Boxes		Per Carton	$2.1218
Service Cost	SR-RBOXD	Destruction Services - Pull Cartons off-Shelf for Destruction	200	Per Carton	$2.9785
Service Cost	SR-RBOXN	Removal - Box Retrieved (Not to be returned)	1,000	Cu. Ft.	$1.0854
Service Cost	SR-RFILN	Removal - File Retrieved (Not to be returned)		Per File	$1.0854

SINGLE SOURCE AWARD **BID # SS-0319-19**

Subject: RECORDS STORAGE, MANAGEMENT AND SECURE SHRED DESTRUCTION SERVICES

Department: Information Technologies Division

Description of Purchase:
Recommend approval to utilize the first of three (3) one (1) year renewal options with Access Information Management of Georgia, LLC, for records storage, management and secure shred destruction services for the City of Jacksonville's physical records. Period of service will be October 1, 2021 through September 30, 2022. Total requested annual expenditure not to exceed $500,000.00 with supplier 3% increase request based on Consumer Price Index. Revised total award expenditure not to exceed $2,005,340.00.

Funding for this award to be encumbered by multiple funding, to be executed by purchase order(s).

Single Source Award To: Access Information Management of Georgia, LLC

Price Justification: See Attached

Total Award: $2,005,340.00 **Requisition #**

Attachments: Recommendation Memo, Vendor Letter, Vendor Quote, Previous Award

Certification as to Single Source: Kenneth Lathrop, Chief of Information Technologies Division/CIO

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

ANALYST: Ruben Ola

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

Teresa R. Eichner
CHAIRMAN

DATE 9/23/21

ACTION OF AWARDING AUTHORITY

DATE: 9-24-21

APPROVED ✓ **DISAPPROVED** _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02

FORM GB-114, Revised 12/2007

SINGLE SOURCE AWARD **BID # SS-0319-19**

Subject: RECORDS STORAGE, MANAGEMENT AND SECURE SHRED DESTRUCTION SERVICES

Department: Information Technologies Division

Description of Purchase: Recommend approval to ratify the period of service from December 30, 2018 to date of award.

Recommend approval of Single Source Award to Access Information Management of Georgia, LLC, for records storage, management and secure shred destruction services for the City of Jacksonville's physical records. Period of service will be three (3) years from date of award through September 30, 2021, with three (3) one (1) year renewal options. Total requested annual expenditure of $501,780.00 with total amount not to exceed $1,505,340.00.

Funding for this award to be encumbered by multiple funding, to be executed by purchase order(s).

Single Source Award To: Access Information Management of Georgia, LLC

Price Justification: See Attached

Total Award: $1,505,340.00 **Requisition #**

Attachments: Recommendation Memo, Single Source Form; Vendor Letter, Vendor Quote, Previous Award
Certification as to Single Source: Kenneth Lathrop, Chief of Information Technologies Division/CIO

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

ANALYST: Ruben Ola

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE*** 1/17/19

ACTION OF AWARDING AUTHORITY

DATE: 1/17/19

APPROVED **DISAPPROVED**

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of
Executive Order No. 2015-05

FORM GB-114, Revised 12/2007

Economic News Release

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): U. S. city average, by expenditure category

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, September 2022
[1982-84=100, unless otherwise noted]

Expenditure category	Relative importance Aug. 2022	Unadjusted indexes			Unadjusted percent change		Seasonally adjusted percent change		
		Sep. 2021	Aug. 2022	Sep. 2022	Sep. 2021-Sep. 2022	Aug. 2022-Sep. 2022	Jun. 2022-Jul. 2022	Jul. 2022-Aug. 2022	Aug. 2022-Sep. 2022
All items	100.000	274.310	296.171	296.808	8.2	0.2	0.0	0.1	0.4
Food	13.635	281.506	310.875	313.142	11.2	0.7	1.1	0.8	0.8
Food at home	8.475	262.695	295.007	296.771	13.0	0.6	1.3	0.7	0.7
Cereals and bakery products	1.098	292.069	336.399	339.336	16.2	0.9	1.8	1.2	0.9
Meats, poultry, fish, and eggs	1.905	293.217	318.867	319.486	9.0	0.2	0.5	0.5	0.4
Dairy and related products	0.804	231.973	267.461	268.793	15.9	0.5	1.7	0.3	0.3
Fruits and vegetables	1.413	315.428	343.221	348.173	10.4	1.4	0.5	0.5	1.6
Nonalcoholic beverages and beverage materials	0.973	184.490	206.693	208.332	12.9	0.8	2.3	0.5	0.6
Other food at home	2.283	225.141	259.976	260.580	15.7	0.2	1.8	1.1	0.5
Food away from home(1)	5.160	310.996	334.212	337.369	8.5	0.9	0.7	0.9	0.9
Energy	8.244	248.228	305.372	297.343	19.8	-2.6	-4.6	-5.0	-2.1
Energy commodities	4.565	283.095	358.038	338.768	19.7	-5.4	-7.6	-10.1	-4.7
Fuel oil(1)	0.156	287.325	466.755	454.177	58.1	-2.7	-11.0	-5.9	-2.7
Motor fuel	4.336	279.367	351.315	331.772	18.8	-5.6	-7.6	-10.5	-4.8
Gasoline (all types)	4.238	278.338	348.593	328.918	18.2	-5.6	-7.7	-10.6	-4.9
Energy services	3.679	225.160	267.564	269.667	19.8	0.8	0.1	2.1	1.1
Electricity	2.688	229.831	265.191	265.487	15.5	0.1	1.6	1.5	0.4
Utility (piped) gas service	0.992	207.290	268.866	275.894	33.1	2.6	-3.6	3.5	2.9
All items less food and energy	78.121	279.884	297.178	298.442	6.6	0.4	0.3	0.6	0.6
Commodities less food and energy commodities	21.288	156.720	167.637	167.104	6.6	-0.3	0.2	0.5	0.0
Apparel	2.433	123.406	127.328	130.143	5.5	2.2	-0.1	0.2	-0.3
New vehicles	4.049	160.244	174.598	175.312	9.4	0.4	0.6	0.8	0.7
Used cars and trucks	4.008	190.207	212.895	203.867	7.2	-4.2	-0.4	-0.1	-1.1
Medical care commodities(1)	1.478	376.842	391.032	390.677	3.7	-0.1	0.6	0.2	-0.1
Alcoholic beverages	0.869	264.980	275.627	275.810	4.1	0.1	0.5	0.4	0.0
Tobacco and smoking products(1)	0.517	1,263.542	1,364.765	1,367.458	8.2	0.2	0.3	1.1	0.2
Services less energy services	56.833	355.962	376.980	379.634	6.7	0.7	0.4	0.6	0.8
Shelter	32.470	337.451	357.264	359.704	6.6	0.7	0.5	0.7	0.7
Rent of primary residence	7.304	351.255	373.283	376.569	7.2	0.9	0.7	0.7	0.8
Owners' equivalent rent of residences(2)	23.837	345.824	365.993	368.932	6.7	0.8	0.6	0.7	0.8
Medical care services	6.864	572.559	605.883	609.852	6.5	0.7	0.4	0.8	1.0
Physicians' services(1)	1.807	407.266	412.828	414.767	1.8	0.5	0.3	0.2	0.5
Hospital services(3)	2.146	366.394	380.339	380.465	3.8	0.0	0.5	0.7	0.1
Transportation services	5.860	321.673	362.511	368.643	14.6	1.7	-0.5	0.5	1.9

Footnotes
(1) Not seasonally adjusted.
(2) Indexes on a December 1982=100 base.
(3) Indexes on a December 1996=100 base.

Expenditure category	Relative importance Aug. 2022	Unadjusted indexes			Unadjusted percent change		Seasonally adjusted percent change		
		Sep. 2021	Aug. 2022	Sep. 2022	Sep. 2021-Sep. 2022	Aug. 2022-Sep. 2022	Jun. 2022-Jul. 2022	Jul. 2022-Aug. 2022	Aug. 2022-Sep. 2022
Motor vehicle maintenance and repair(1)	1.052	320.446	349.539	356.076	11.1	1.9	1.1	1.7	1.9
Motor vehicle insurance	2.431	566.211	615.559	624.558	10.3	1.5	1.3	1.3	1.6
Airline fares	0.615	198.975	283.911	284.313	42.9	0.1	-7.8	-4.6	0.8

Footnotes

(1) Not seasonally adjusted.

(2) Indexes on a December 1982=100 base.

(3) Indexes on a December 1996=100 base.

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Last Modified Date: October 13, 2022

U.S. BUREAU OF LABOR STATISTICS Division of Consumer Prices and Price Indexes Suite 3130 2 Massachusetts Avenue NE
Washington, DC 20212-0001

Telephone: 1-202-691-7000_ www.bls.gov/CPI Contact CPI