



# Memorandum

---

Date: September 11, 2024

To: Mayor and Councilmembers

From: Connie Diaz, City Clerk

Subject: **Approval of Continued Agreement with VRC Companies, LLC for Records Management**

---

## **Introduction**

It is imperative for the City to fulfill its on-going need to preserve and protect public records. Accordingly, the City Clerk's office recommends the adoption and approval of the competitively-bid contract between the City of Tampa and VRC Companies, LLC for off-site records storage and management services.

## **Background**

The City has been utilizing the records storage and records management services of Certified Records Management, Inc. ("CRM") since 2010 based on the competitively bid agreement with South Florida Waste Management, and subsequently with the City of Tampa since 2015. CRM offers document management services, data protection services, certified destruction services, and digital document solutions and maintains records in a state-of-the-art facility that is situated in a no flood area and designed to withstand a Category 5 hurricane.

After expiration of its contract with CRM, the City of Tampa issued a new solicitation for off-site records management services and awarded the competitively bid contract again to CRM on September 19, 2019. Thereafter, the City of Tampa approved an Assignment, Assumption and Consent Agreement for the assignment of CRM's contract to VRC Companies, LLC ("VRC"), who approved the assignment and an extension of the agreement through September 30, 2023, via City of Tampa Resolution 2023-145. On September 7, 2023, the City of Tampa approved the renewal of the agreement with VRC through September 30, 2024, via City of Tampa Resolution 2023-857. Subsequently, the City of Tampa has extended the contract with VRC until November 30, 2024, while a new solicitation is awarded.

**Procurement:**

Section 2-322 of the City Code of Ordinances authorizes the City Manager to purchase from (piggyback) a contract entered into by another governmental or public entity, provided that the City Manager has determined that it is practicable and advantageous for the city to employ this method of procurement and that the governmental or public entity has followed a competitive bidding procedure leading to the award of the bid or contract.

In an effort to continue to reduce costs related records storage and management and the costs of procuring the same, the City Clerk has recommended that the City Council continue to utilize the services of VRC pursuant to the competitively bid terms of the agreement between VRC and the City of Tampa.

**Fiscal Impact:**

For FY 24-25, the Fiscal Impact will be \$47,400.00. Funding for this service comes from General Government Account #001.50005.500340.

**Recommendation**

Staff recommends approving the Resolution authorizing the City Manager to continue to utilize the services of VRC and adopt the competitively bid terms of the agreement between VRC and the City of Tampa for the provision of records storage and records management services for the amount budgeted per Fiscal Year.