

RFP AWARD RECOMMENDATION

CITY OF RIVERSIDE
Finance Department

DATE SUBMITTED: 08/20/2024

RFP NO. 2374	RFP TITLE Records Off-Site Storage and Destruction Services	DEPARTMENT/DIVISION City Clerk
		DATE RFP OPENED 05/20/2024
PROPOSALS RECEIVED (4)		INVITATIONS ISSUED (Online)

PROPOSERS	CITY	EVALUATION RANKING
Certified Records Management, LLC	Pico Rivera, CA	<u>1</u>
Laguna Vault	San Bernardino, CA	2
GRM Information Management Services.	Pico Rivera, CA	3
Officemotive, Inc.	Williston, SC	4

RFP DESCRIPTION: The City of Riverside (“City”) is seeking a qualified entity or individual (“Company”) to provide Records Off-site Storage and Destruction Services. The City currently has 13,750 boxes stored in a commercial facility and an area of 224 cubic feet which store a collection of archives in a secure environment that meets standard specifications.

RFP Recommended For Award (Includes Sales Tax) 10% Surety Included Contract
 10% Surety not required Purchase Order

Best Ranking Proposer Amount of Award

Certified Records Management, LLC \$300,000.00

COMMENTS:

The City Clerk Department has evaluated all proposals received and is requesting that award be made to the best overall solution based on the evaluation process. The Purchasing Division concurs that the action to award is in compliance with Purchasing Resolution 24101.

Submitted by: Jennifer McCoy Purchasing Manager Date: 07/30/2024