



**City of Kingston
Report to Council
Report Number 21-036**

To: Mayor and Members of Council
From: Brad Joyce, Commissioner, Corporate Services
Resource Staff: John Bolognone, City Clerk
Date of Meeting: February 2, 2021
Subject: Award of Contract – Corporate Records Storage Space and the Provision of Related Services

Council Strategic Plan Alignment:

Theme: Corporate business

Goal: See above

Executive Summary:

The [Municipal Act, 2001](#) requires that the City shall retain and preserve the records of the municipality in a secure and accessible manner. The records and information holdings of the Corporation of the City of Kingston are valuable corporate assets needed to support effective decision making, meet operational requirements, and protect legal, fiscal and other interests of the City. The purpose of this report is to seek Council approval to award a contract pursuant to the results of Request for Proposal (RFP) RFP F18-CS-CO-2020-01, for Corporate Records Storage Space and the Provision of Related Services.

Two proponents, Martin's Data Management and Iron Mountain Canada, submitted proposals in response to the RFP. Based on the evaluations of the proposals received, staff is recommending that the contract be awarded to Martin's Data Management for its response to Option 1, a limited service storage contract for the storage of the City's corporate records as well as some limited services, including pickup and delivery of records. Under this option, the management of the records would continue to be completed by City staff.

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Recommendation:

That Council authorize the Mayor and Clerk to enter into a two year limited service records storage contract with Martin's Data Management, pursuant to the results of Option 1 of RFP F18-CS-CO-2020-01, for Corporate Records Storage Space and the Provision of Related Services, in a form satisfactory to the City Solicitor.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Brad Joyce, Commissioner,
Corporate Services**

ORIGINAL SIGNED BY CHIEF
ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Paige Agnew, Commissioner, Community Services	Not required
Peter Huigenbos, Commissioner, Business, Environment & Projects	Not required
Jim Keech, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	
Sheila Kidd, Commissioner, Transportation & Public Works	Not required

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Options/Discussion:

The Corporation of the City of Kingston has leased space for corporate records storage with Martin’s Data Management since 1999. Currently the leased space for the City’s Records Centre is 7,831 square feet and houses close to 25,000 boxes of corporate records and rolled building plans. The Clerk’s department staff are responsible for the management of these records, including, but not limited to, cataloguing records into the City’s database management system, searching for records upon request, retrieval of records, delivery of records, return of records to storage, and selecting records to be destroyed in accordance with [By-Law 2020-8](#), “A By-law to Adopt the Records Retention Schedule for the City of Kingston”.

The existing lease with Martin’s Data Management has expired and the City has been paying for storage space on a month-by-month basis. The City Clerk’s Department invited proposals from proponents interested in providing space and services for the storage and management of the City’s corporate records. Through RFP F18-CS-CO-2020-01, for Corporate Records Storage Space and the Provision of Related Services, the City had requested submissions for the following two records storage and management options:

Option 1

The City will enter into a limited service storage contract for the storage of the City’s corporate records as well as some limited services, including pickup and delivery of records. The management of the records (including, but not limited to, cataloguing records, searching for records, retrieval of records, delivery of some records, etc.) would be completed by City staff.

Option 2

The City will enter into a full-service contract where the City’s corporate records will be stored and managed by a successful proponent.

In accordance with [By-Law 2000-134](#), A By-Law to Establish Purchasing Policies and Procedures, the RFP was publicly advertised on Biddingo and closed on November 10, 2020. Submissions were received from two (2) proponents – Martin’s Data Management and Iron Mountain Canada. Both proponents submitted responses for Option 1 and Option 2.

Evaluation of Submissions

Staff evaluated and ranked the submissions received for both records storage and management options as described above. The following scoring system was used to evaluate the proposals:

Criteria	Weighting
Pricing and Related Costs	60
Resources and Customer Service	27
Company Profile	10
Accessibility	3
Total	100

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Pricing was scored based on a relative pricing formula using the rates set out in the pricing form. Each Proponent received a percentage of the total possible points allocated to price for the particular category, which was calculated in accordance with the following formula:

Lowest price / Proponent's price x weighting = Proponent's pricing points

Option 1

Scores for Option 1 are as follows:

- Martin's Data Management: 99.67
- Iron Mountain Canada: 87.21

Option 2

Scores for Option 2 are as follows:

- Martin's Data Management: 99.00
- Iron Mountain Canada: 89.07

After the review of the responses submitted by both proponents for the two options, the City is recommending Option 1. On an annual basis, Option 1 is the least expensive option, and it ensures greater control of the records, which is more efficient for staff. Based on the cost, the control of the records, the services provided, and compliance with the City's corporate records storage and management requirements, staff is recommending that Martin's Data Management be selected to provide Option 1, as they submitted both the lowest-priced and highest scoring proposal. This option is a limited service storage contract for the storage of the City's corporate records as well as some limited services, including pickup and delivery of records, where the management of the records will remain with City staff.

There were only two proponents who submitted proposals in response to RFP F18-CS-CO-2020-01, for Corporate Records Storage Space and the Provision of Related Services. In the local market, Martin's Data Management and Iron Mountain Canada are the two largest records storage and management companies who have the capacity to accommodate the storage of the City's corporate records collection. In compliance with section 3.4 of [By-Law 2000-134](#), A By-Law to Establish Purchasing Policies and Procedures, as this contract is valued over \$50,000 and less than three valid responses were received, staff does not have the delegated authority to award the contract, therefore Council approval is required. Staff is recommending that Council authorize the Mayor and Clerk to enter into a two year limited service storage contract with Martin's Data Management, with a one year renewal option at the sole discretion of the City, at an annual rate of \$12/square foot, pursuant to the results of Option 1 of RFP F18-CS-CO-2020-01, for Corporate Records Storage Space and the Provision of Related Services.

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Existing Policy/By-Law:

[The Municipal Act, 2001](#) requires that the City shall retain and preserve the records of the municipality in a secure and accessible manner.

[By-Law 2000-134](#), "A By-Law to Establish Purchasing Policies and Procedures for the City of Kingston", as amended.

[By-Law 2020-8](#), "A By-law to Adopt the Records Retention Schedule for the City of Kingston".

Notice Provisions:

None

Accessibility Considerations:

None

Financial Considerations:

The annual rate of \$12/square foot, plus applicable taxes, for the rental of 7,831 square feet will apply (\$93,972, plus applicable taxes, annually). There are sufficient funds available in the proposed annual operating budgets for the City Clerk's Department and the Facilities Management and Construction Services Department to proceed with the award of the contract as recommended in this report. If additional space is required during the term of the Agreement, up to a maximum of 2,000 square feet will be provided at an annual rate of \$12/square foot. When the City requires record pickup and delivery services or delivery of large volumes of records, there will be a cost of \$2.55 per item (estimated \$3,000, plus applicable taxes, annually).

Contacts:

John Bolognone, City Clerk 613-546-4291 extension 1247

Other City of Kingston Staff Consulted:

Blair Johnson, Corporate Records and Information Officer, City Clerk's Department

Jenna Morley, Associate Legal Counsel, Legal Services Department

Therol Peterson, Manager of Facilities

Exhibits Attached:

None