

Purchasing Notes

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| EVENT # 8787 | TITLE: Archival Shelving | COST: \$264,772.31 |
| TYPE OF PROCUREMENT: Contract Modification | ANNUAL CONTRACT <input type="checkbox"/> ANNUAL MAINTENANCE AGREEMENT <input type="checkbox"/> | ONE TIME PURCHASE <input checked="" type="checkbox"/> |

CONTRACT TERM (IF APPLICABLE)

N/A

MATRIX (IF APPLICABLE)
N/A

NOTES

Recommend approval of a contract to purchase archival shelving from Spacesaver Storage Systems for City Municipal Archives in the amount of \$264,772.31.

New archival shelving will be installed at the City Hall archival vaults and Administration Building at the Floyd Adams, Jr. City Services Complex.

- The scope of the procurement includes:
- New mobile high-density archival shelving at the City Hall archival vaults to hold 2,280 file boxes, increasing the current capacity while also addressing present employee safety issues.
 - Relocation of current archival shelving from the City Hall archival vaults and reinstallation of the same at the W.W. Law Archives Annex.
 - New fixed archival shelving in the Administration Building of the Floyd Adams, Jr. City Services Complex, to hold 2,370 file boxes and 180 drawers of flat files for oversized materials.
 - Delivery and installation of above products.

This will increase the City's archival storage capacity for historical and permanent retention records to ensure preservation and access for staff and future generations of citizens. The City's current archival facilities are at maximum capacity, forcing the City to lease storage space that is both substandard for archival records and costly for its intended purpose.

This purchase will be made using state contract 99999-001-SPD0000100-0083. The use of state contracts is authorized as an appropriate procurement method in Division 10 Section 4-4152 of the City of Savannah's purchasing ordinance.

Spacesaver Storage Systems (Fort Atkinson, WI)^(D) \$264,772.31

(D) Indicates a non-local, non-DBE owned business.