

Contracts Expiring set for Commission Review

For the Month of
November, 2024 (November 20, 2024)

Vendor	Contract Description	Contract Value / Budgeted Estimate	Revenue	Net Revenue / (Cost)	Contract Expiration Date	Deadline to Cancel/Renew Contract	Due Date for Commission Review (90 Days Prior to Deadline)	Anticipated Notice Date
GRM Information Management Services of Miami, LLC	Back Scanning and Media Conversion	\$230,000.00	\$0.00	(\$230,000.00)	3/16/2025	2/14/2025	11/16/2024	10/17/2024

Original Terms: Initial term of two (2) year with two (2) additional two (2) year terms thereafter.

Current Period: First Renewal (03/17/2023-03/16/2025)

New Period: Second Renewal (03/17/2025-03/16/2027)

Type of Contract: Expense
Performance: 90

Recommend for Renewal: Yes

Department Comments: Vendor can improve on length of time to complete work and be more accurate in the indexing of the items.

Notes: The Contract Value amount is the total amount not to exceed for the entire pool of vendors.

Information Consultants, Inc.	Back Scanning and Media Conversion	\$230,000.00	\$0.00	(\$230,000.00)	3/16/2025	2/14/2025	11/16/2024	10/17/2024
-------------------------------	------------------------------------	--------------	--------	----------------	-----------	-----------	------------	------------

Original Terms: Initial term of two (2) year with two (2) additional two (2) year terms thereafter.

Current Period: First Renewal (03/17/2023-03/16/2025)

New Period: Second Renewal (03/17/2025-03/16/2027)

Type of Contract: Expense
Performance: 90

Recommend for Renewal: Yes

Department Comments: Vendor can improve on length of time to complete work.

Notes: The Contract Value amount is the total amount not to exceed for the entire pool of vendors.

Contract Performance Report Card

Vendor Name:

GRM INFORMATION MANAGEMENT SERVICES OF MIAMI, LLC

Contract Purpose:

AD-20-04 BACKSCANNING AND MEDIA CONVERSION

<u>Rating Categories</u>	<u>Maximum Points</u>	<u>Department Head Rating</u>
1. Work Completed on time	25	20
2. Quality of Work	30	20
3. Are all requirements of the contract being met	25	25
4. Department overall satisfaction	20	25
	100	90

A =	100 - 90
B =	89 - 80
C =	79 - 70
D =	69 - 60
F =	59 - 0

Recommend Renewal?

Yes / No / Not Applicable

Department Comments:

Vendor can improve on length of time to complete work and be more accurate in the indexing of the items.

Department Representative (Signature)

Name & Title

Date

Department Head Approval (Signature)

Name & Title

Date

		
Debra Rogers, City Clerk	10-15-2024	

Contract Performance Report Card

Vendor Name:

INFORMATION CONSULTANTS INC.

Contract Purpose:

AD-20-04 BACKSCANNING AND MEDIA CONVERSION

<u>Rating Categories</u>	<u>Maximum Points</u>	<u>Department Head Rating</u>
1. Work Completed on time	25	20
2. Quality of Work	30	20
3. Are all requirements of the contract being met	25	25
4. Department overall satisfaction	20	25
	100	90

A =	100 - 90
B =	89 - 80
C =	79 - 70
D =	69 - 60
F =	59 - 0

Recommend Renewal?

Yes / No / Not Applicable

Department Comments:

Vendor can improve on length of time to complete work.

Department Representative (Signature)

Name & Title

Date

Department Head Approval (Signature)

Debra Rogers, City Clerk

10-15-2024

Name & Title

Date