

**SUMMARY MEETING MINUTES
EVALUATION COMMITTEE MEETING
RECORDS MANAGEMENT QUOTATION 2019-03
WEDNESDAY, FEBRUARY 6, 2019 AT 2:00 PM**

**COURTHOUSE ANNEX
3315 TAMiami TRAIL E., STE. 200
NAPLES, FLORIDA 34112**

The Purchasing Agent, C. Barry Sageman called the meeting to order at 2:10 PM.

All Committee Members were present:

Mr. Mike J. Harder

Mrs. Terri S. Hart

Mr. Derek M. Johnssen

Mr. James D. Molenaar

Mr. Steve Morgan

Derek Johnssen made a motion to appoint James Molenaar as the committee chair, the motion was seconded by Terri Hart. The motion was approved unanimously.

Derek Johnssen made a motion to discuss Iron Mountain's Proposal Response, this was seconded by Steve Morgan. The motion was approved unanimously. Discussion ensued regarding Iron Mountain's response package. Analysis was provided by each participant. There was some discussion regarding the responses provided and lack of responses and signatures on required forms. Price and scope of work was discussed.

Steve Morgan made a motion to discuss SML, Inc.'s Proposal Response, this was seconded by Derek Johnssen. The motion was approved unanimously. Discussion ensued regarding SML, Inc.'s response package. Discussion ensued regarding the detail that was put into the response. Price and scope of work was also discussed. It was agreed that the Purchasing Agent should contact SML, Inc.'s references as listed and three other Florida Clerk's Offices listed on page 11 of their response. The following questions will be asked by the Purchasing Agent to the other references and deputy clerk's.

1. Were you satisfied with the service and product(s) that this company provided and/or recommended?
2. How far were they off from the original lump sum quote, i.e. did they stay within budget?
3. If problems were identified, how quickly did they address and resolve the issue(s)?
4. Did they finish the project(s) within the time frame anticipated and/or budgeted?
5. Would you hire this company again? Why or why not?

Mike Harder made a motion to adjourn; this was seconded by Steve Morgan. The motion was unanimously approved at 3:01 PM.