



GENERAL ASSEMBLY OF THE STATE OF TENNESSEE
FISCAL REVIEW COMMITTEE

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MEMORANDUM

TO: The Honorable Mark Emkes, Commissioner
 Department of Finance and Administration

FROM: Bill Ketron, Chairman, Fiscal Review Committee
 Curtis Johnson, Vice-Chairman, Fiscal Review Committee

DATE: May 12, 2011

SUBJECT: **Contract Comments**
 (Fiscal Review Committee Meeting 5/9/11)

BK CJ

RFS# 321.17-00111 (Edison # 25930)
Department: General Services
Division: Records Management
Vendor: Richards & Richards Office Records Management, Inc.
Summary: The proposed three-year contract is for records storage services with a term beginning July 14, 2011, and ending July 13, 2014, with the option to extend in one-year increments for a total of five years.
Proposed maximum liability: \$1,054,500

After review, the Fiscal Review Committee voted to approve the contract amendment with the stipulation that the maximum liability be reduced by 25 percent resulting in a total maximum liability of \$790,870.

cc: The Honorable Steven Cates, Commissioner
 Mr. Robert Barlow, Director, Office of Contracts Review