

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SAN BERNARDINO  
AND RECORD OF ACTION**

August 6, 2019

**FROM**

**Laurie Rozko, Director, Purchasing Department**

**SUBJECT**

Contract Amendment for Offsite Record/Data Storage and Retrieval Services

**RECOMMENDATION(S)**

Approve **Amendment No. 6** to **Contract No. 12-677** with Storetrieve, LLC for offsite record/data storage and retrieval services at fixed rates, to extend the contract term by one year, for a total contract period of September 11, 2012 through September 15, 2020. (Presenter: Leo Gomez, Purchasing Manager, 387-2063)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Improve County Government Operations.**

**Operate in a Fiscally Responsible and Business-Like Manner.**

**FINANCIAL IMPACT**

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The impact on each department's budget is based upon need for services. Departments that require record/data storage and retrieval services are responsible for ensuring there is adequate funding in their budgets for the level of requested services. Total expenditures to date under this contract are approximately \$3,650,000.

**BACKGROUND INFORMATION**

Approval of this item will enable departments to continue to receive records management services while the Purchasing Department leads a Regional Cooperative Solicitation on behalf of San Bernardino and Riverside Counties, with the option for other public agencies to use the contract. Through a collaboration among the Purchasing Directors of San Bernardino, Riverside, Orange, San Diego, and Los Angeles Counties, an initiative to collaborate on certain procurements is intended to generate cost savings for the agencies. Buyers work jointly on a scope of work and utilize contractual language approved by each county.

In 2010, the Purchasing Department initiated a formal Request for Proposal (RFP) with the goal of consolidating for records management services across County departments to reduce costs and to eliminate fees for removing records, known as withdrawal fees, when a contract ends. On September 11, 2012 (Item No. 41), the Board of Supervisors (Board) approved Agreement No. 12-677 with Storetrieve, LLC for offsite record/data storage and retrieval services from September 15, 2012 through September 15, 2017, plus two one-year options to extend the term.

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On November 6, 2012 (item No. 56), the Board approved Amendment No. 1, to change the method of payment by Storetrieve for the cost of withdrawal fees (as required in the new contract) assessed by the County's prior service provider.

On December 18, 2012 (item No. 74) and February 14, 2017 (Item No. 48), the Board approved Amendments No. 2 and No. 3, respectively, to add additional services requested by County departments.

Pursuant to the authority delegated on September 11, 2012, the Purchasing Agent executed an extension of the contract term on August 15, 2017, which was approved as Amendment No 4, extending the term of the contract by one year from September 15, 2017 to September 15, 2018.

On April 3, 2018 (Item No. 32), the Board approved Amendment No. 5 to add digital document scanning services and web-hosted storage, and extended the contract for one year for a new total contract period of September 15, 2012 through September 15, 2019.

**PROCUREMENT**

The Regional Cooperative Solicitation planning and development process has begun and staff expects to issue the RFP in August, but is recommending a one-year extension to allow time for the transition period if a new vendor(s) is recommended for contract award.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Suzanne Bryant, Deputy County Counsel, 387-5455) on July 15, 2019; Finance (Joon Cho, Administrative Analyst, 387-5402) on July 19, 2019; County Finance and Administration (Kelly Welty, Deputy Executive Officer, 387-4376) on July 19, 2019.

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Record of Action of the Board of Supervisors  
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**APPROVED (CONSENT CALENDAR)**

Moved: Robert A. Lovingood Seconded: Dawn Rowe  
Ayes: Robert A. Lovingood, Janice Rutherford, Dawn Rowe, Curt Hagman, Josie Gonzales

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: August 6, 2019



cc: Purchasing- Salazar w/agree  
Contractor c/o w/agree  
File- w/agree  
vh 08/8/2019