

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

September 15, 2020

FROM

LAURIE ROZKO, Director, Purchasing Department

SUBJECT

Amendment to Contract with Storetrieve LLC for Record/Data Storage and Retrieval Services

RECOMMENDATION(S)

Approve Amendment No. 7 to Contract No. 12-677 with Storetrieve LLC to extend the term through September 15, 2021 to allow for transition to a new service provider.

(Presenter: Laurie Rozko, Director, 387-2074)

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 the need for record/data storage and retrieval services. Departments that require the services are responsible for ensuring there is adequate funding in their budgets. The amount spent to date for the term of the agreement is \$4,206,646 with an average annual expenditure of \$562,010.

BACKGROUND INFORMATION

Approval of this item will enable the time needed for the County to transition to the vendor that will be contracted as a result of Request for Proposals (RFP) No. AGENCY20-PURC-3757. Due to the maximum possible daily output from Storetrieve and the number of cartons in storage, it is estimated that the County will need nine to ten months to fully transition all stored documents and data over to a new service provider; Storetrieve did not submit a response to the RFP.

On September 11, 2012 (Item No. 41), the Board of Supervisors (Board) approved Agreement No. 12-677 with Storetrieve LLC in the estimated amount of \$2,700,000 for the provision of offsite record/data storage and retrieval services for the period of September 15, 2012 through September 15, 2017, plus two one-year options to extend the term. 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 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, increasing the total contract amount to \$2,925,000. Pursuant to authority delegated on September 11, 2012, the Purchasing Agent executed Amendments No. 4 and No. 5 on August 15, 2017 and April 3, 2018, respectively, each extending the term of the contract by

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one additional year. On August 6, 2019 (Item No.36), Amendment No. 6 extended the contract by an additional year while the formal RFP was conducted for document storage services.

PROCUREMENT

On March 18, 2020, Purchasing released RFP No. AGENCY20-PURC-3757 through the County's procurement system (ePro) as a joint solicitation with Riverside County. Four responses were received by the proposal deadline:

File Keepers	Los Angeles, CA
GRM	Pico Rivera, CA
Iron Mountain	Reston, VA
Corodata	Corona, CA

The four vendors were evaluated based on qualifications, experience, technical ability, references, and cost, by representatives from the Arrowhead Regional Medical Center, Auditor-Controller/Treasurer/Tax Collector, Information Services Department, and Riverside County. After the evaluation and an extensive cost comparison, staff is currently in the process of issuing an Intent to Award to begin negotiations with a new storage solution provider. Purchasing will return to the Board in October 2020 to recommend a new contract for approval and begin the transition period.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Suzanne Bryant, Deputy County Counsel, 387- 5445) on August 21, 2020; Finance (Joon Cho, Finance Analyst, 387-0294) on August 28, 2020; and County Finance and Administration (Kelly Welty, Deputy Executive Officer 387-5423) on August 28, 2020.

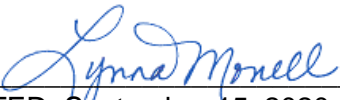
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Record of Action of the Board of Supervisors
County of San Bernardino

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: September 15, 2020



cc: Purchasing - Churchill w/agree
 Contractor - C/O Purchasing w/agree
 File - w/agree
la 09/25/2020