



# San Bernardino County

## Legislation Text

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**File #: 822, Agenda Item #: 30**

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

**August 20, 2019**

#### **FROM**

**JASON ANDERSON, District Attorney**

#### **SUBJECT**

Amendment to Contract with Docu-Trust for Document Storage Services

#### **RECOMMENDATION(S)**

Approve Amendment No. 1, to Contract No. 16-632 with Laguna Vault, LLC (dba Docu-Trust) to provide records storage services increasing the contract by \$156,000, from \$234,000 to an amount not to exceed \$390,000 and exercise both one-year options to extend from September 1, 2016 to August 31, 2021.

(Presenter: Michael Fermin, Assistant District Attorney, 382-3662)

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

**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 total amended contract cost will not exceed \$390,000 over the five-year term. Appropriation for document storage services is included in the District Attorney's (Department) 2019-20 budget and will be included in future recommended budgets.

#### **BACKGROUND INFORMATION**

The Department currently stores approximately 15,000 boxes of sensitive and confidential case files with Laguna Vault, LLC (Docu-Trust) at a local storage facility. Some of these files must be stored indefinitely. The Department has six office locations and each office is responsible for coordinating their location's requests to store and retrieve boxes. Due to the number and sensitive nature of the files, the Department must ensure files are indexed, stored, retrieved, and refiled accurately. Docu-Trust has been providing these file storage services for the Department since 2011.

On June 14, 2016 (Item No. 58), the Board of Supervisors (Board) authorized the Purchasing Agent to issue a purchase order to Docu-Trust in the amount of \$75,000 to provide file storage services for the period of September 1, 2015 through August 31, 2016. During this period, a new contract for file storage services was being developed. After a diligent search, the Department, with Purchasing's concurrence, determined that it was in the County's best interest to continue to contract with Docu-Trust to avoid paying significant withdrawal fees and ensure continuity of operations. The contract process concluded with the Department recommending Board approval of a three-year contract with Docu-Trust in an amount not to exceed \$234,000 for the required record storage services.

Approval of this item will allow the Department to extend the original contract through August 31, 2021. The cost of this amendment is \$156,000, increasing the total contract to an amount not to exceed \$390,000.

**PROCUREMENT**

On August 23, 2016 (Item no. 32), the Board approved non-competitive Contract No. 16-632 with Laguna Vault, LLC (dba Docu-Trust) in the amount of \$234,000 to provide document storage services from September 1, 2016 through August 31, 2019, with two additional one-year options to extend the term.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Katherine Hardy, Deputy County Counsel, 387-5437) on July 25, 2019; Purchasing Department (Ricardo G. Salazar, Supervising Buyer, 386-8305) on July 30, 2019; Finance (Carl Lofton, Finance Analyst, 387-5404) on July 02, 2019; and County Finance and Administration (Kelly Welty, Deputy Executive Officer, 387-5423) on July 05, 2019.