

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



SUBMITTAL DATE:
June 4, 2013

FROM: Department of Assessor-Clerk-Recorder

SUBJECT: APPROVAL OF STORETRIEVE, LLC AND DOCU-TRUST FOR OFFSITE PAPER RECORDS STORAGE SERVICES

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and execute the professional service agreements with Storetrieve, LLC (\$125,000) as the primary award and Docu-Trust (\$125,000) as the secondary award in the annual aggregate amount of \$250,000.00, which contains the option to renew each agreement for four (4) additional one-year periods, and;
2. Authorize the Purchasing Agent, in accordance with Ordinance 459.4, to exercise the renewal option, move the funds amongst the vendors based on the availability of fiscal funding, and to sign amendments that do not change the substantive terms of the agreement, including amendments to the compensation provision that do not exceed the annual CPI rates.
3. Direct the Clerk of the Board to return three (3) signed agreements to Purchasing and Fleet Services.

(Continued on Page 2)

Larry W. Ward
Larry W. Ward, Assessor-County Clerk-Recorder

FINANCIAL DATA	Current F.Y. Total Cost:	\$0	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$0	Budget Adjustment:	No
	Annual Net County Cost:	\$250,000	For Fiscal Year:	13/14
SOURCE OF FUNDS: Various County Budgets				Positions To Be Deleted Per A-30 <input type="checkbox"/>
				Requires 4/5 Vote <input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY: *Karen L. Johnson*
Karen L. Johnson

County Executive Office Signature

☐ Consent ☒ Policy
☐ Consent ☒ Policy

Dep't Recomm.:
 Per Exec. Ofc.:

Prev. Agn. Ref.:

District: A11

Agenda Number:

3-7

FORM APPROVED COUNTY COUNSEL
 BY: *Neal R. Kipnis* DATE: *6/13/13*
 PURCHASING & FLEET SERVICES
 Robert Howdysell, Director

BOARD OF SUPERVISORS**FORM 11: APPROVAL OF STORETRIEVE, LLC AND DOCU-TRUST FOR OFFSITE
PAPER RECORDS STORAGE SERVICES****PAGE 2****BACKGROUND**

The Assessor-County Clerk-Recorder currently provides paper record storage services to various Riverside County departments. In order to provide additional storage options for County departments, the County needs to secure offsite paper records storage and related services that meet Facility Standards for Records Storage Facilities for the storage of County of Riverside records.

PRICE REASONABLENESS

On behalf of the County, the Purchasing Department issued a formal Request for Proposal (RFP) ASARC-065 for Offsite Paper Records Storage Services. The RFP was sent to eight (8) potential bidders and advertised on the County's Internet and Public Purchase website, and closed on February 19, 2013 with two (2) proposals received.

The proposals and clarification responses were evaluated by a team consisting of two (2) Assessor-County Clerk-Recorder staff and one (1) Information Security Office employee. The evaluators each hold extensive knowledge and expertise in records retention services. All proposals received were evaluated based on their scope of work, experience, facility security methods and price. The bid prices were a monthly estimated amount from Storetrieve, LLC at \$10,525.00 and Docu-Trust at \$15,612.50. The Evaluation committee attended a site visit at each potential vendor's location and determined that both vendors offered secure sites to store County documents. The committee conducted contract negotiations; the estimated monthly fee has been discounted to Storetrieve, LLC at \$10,472.50 and Docu-Trust at \$13,612.50 with an aggregate annual savings of \$2,730.00. Both Storetrieve, LLC and Docu-Trust are recommended to receive an award, and after Storetrieve, primary, is filled to capacity, the secondary vendor, Docu-Trust will be utilized.

CONCUR/EXECUTE: Purchasing and County Counsel concurs with this request.