

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



ITEM  
3.7  
(ID # 10663)

MEETING DATE:

Tuesday, August 27, 2019

FROM : ASSESSOR-COUNTY-CLERK-RECORDER AND PURCHASING AND FLEET  
SERVICES :

SUBJECT: ASSESSOR-COUNTY CLERK-RECORDER AND PURCHASING AND FLEET  
SERVICES: Ratify and approve Amendment No. 3 to the Personal Services  
Agreement for Offsite Paper Records Storage Services with Storetrieve, LLC., All  
Districts for one (1) year, All Districts. [\$2,000,000 - 100% Department Budgets]


RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and approve Amendment No. 3 to the Personal Service Agreement for Offsite Paper Records Storage Services between the County of Riverside and Storetrieve, LLC, to extend the contract period for an additional one year through June 30, 2020 for an annual amount not to exceed \$2,000,000, and authorize the Chairman of the Board to sign the Amendment on behalf of the County; and
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved by County Counsel to: (a) sign amendments that exercise the options of the agreement including modifications of the statement of work that stay within the intent of the Agreement.

ACTION: Policy

  
Kan Wang, Assistant Assesor-County-Clerk Recorder

8/15/2019

  
Teresa Summers, Director of Purchasing


8/19/2019

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MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Washington, seconded by Supervisor Spiegel and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None  
Date: August 27, 2019  
xc: ACR

Kecia R. Harper  
Clerk of the Board  
By   
Deputy

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<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 2,000,000	\$ 0	\$ 2,000,000	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS: 100% Department Budgets</b>			<b>Budget Adjustment:</b>	No
			<b>For Fiscal Year:</b>	19/20

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

County Departments require storage facilities to house records too voluminous for onsite storage and provide document destruction and transportation services per their required and approved retention schedules. The use of private storage facilities allows departments to save space, take advantage of economies of scale provided by large storage facilities, leverage efficiencies gained by those specializing in document storage, and limit risk from local catastrophes. The storage facilities must meet the proper requirements, as outlined in Board Policy A-43.

The current document storage contract was awarded to Storetrieve LLC on July 16, 2013, Agenda item 3-13, after a public Request for Proposal was conducted in accordance with Ordinance No. 459. The Board of Supervisors approved the agreement for one year, with the option to renew annually for four additional years through July 31, 2018. Amendment No. 1 was performed August 27, 2015, adding climate control storage, file retrieval, and refiling activities. Amendment No.2 was approved by the Board on January 23, 2018, extending the agreement's performance period one year, from June 30, 2018 to June 30, 2019, and increased the contract amount to allow Riverside University Health System ("RUHS") to utilize the services to store health records from the federally qualified health center locations and the hospital.

Purchasing on behalf of the department proceeded with the release of a Request for Proposal (RFP) for a new contract award, however the RFP was canceled due to the need to reevaluate the scope of services including the volume and frequencies of the retrieval of storage materials.

During this time, the county was contacted by San Bernardino as their offsite records storage contract is expiring this year in September and they requested the coordination of a joint solicitation. Recently, the counties of San Bernardino, San Diego and Orange have coordinated efforts to combine procurements to enhance the opportunity of deeper volume discounts. In order to allow the two counties to participate in a cooperative procurement, we are requesting approval of Amendment No 3 to Riverside County's existing contract with Storetrieve which maintains the current pricing. The two-county joint award will be brought before the Board of Supervisors before June 30, 2020.

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**Impact on Residents and Businesses**

Document storage, transport, and destruction services are necessary throughout the County to properly insure availability to public, private, and county entities.

**Additional Fiscal Information**

County Departments are currently utilizing private document storage facilities and already budget for the operational expense, therefore no budget adjustment is necessary. Annual costs are dependent on department usage and fluctuate with document storage and destruction requirements.

**Contract History and Price Reasonableness**

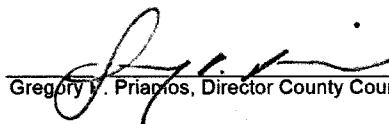
On behalf of the Assessor-Clerk Recorder, the Purchasing Department issued a formal Request for Proposal (RFP) ASARC-065 for offsite paper records storage services in 2013. On July 16, 2013 (3-13) the Board of Supervisors approved the Agreement for one year, with the option to renew annually for four additional years through July 31, 2018. On August 27, 2015 Amendment No. 1 was issued to the Agreement with Storetrieve for added services for climate-controlled storage, file retrieval and refiling activities. Amendment No. 2 extended the agreement from June 30, 2018 to June 30, 2019.

Amendment No. 3 extends the agreement from June 30, 2019 to June 30, 2020 to allow a joint award with the County of San Bernardino. All fees remain the same; there is no price increase on services provided. The two counties will collaborate on the scope of services and both counties will participate in the evaluation of the award.

**ATTACHMENTS:**

**ATTACHMENT.     Storetrieve Amendment No. 3**

  
Stephanie Perez, Principal Management Analyst     8/20/2019

  
Gregory J. Priamos, Director County Counsel     8/20/2019

COUNTY OF RIVERSIDE  
AMENDMENT NO. 3 TO THE AGREEMENT  
WITH  
STORETRIEVE, LLC.

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Original Contract Term (including amendments):	July 16, 2013 through June 30, 2019
Contract Term Extended To:	June 30, 2020
Effective Date of Amendment:	July 1, 2019
Annual Maximum Contract Amount:	\$2,000,000
Amended Contract ID:	From: RIVCO-97170-001-06/14 To: RIVCO-97170-001-06/18


The Personal Service Agreement for Offsite Paper Records Storage Services between County of Riverside, a political subdivision of the State of California (COUNTY) and Storetrieve, LLC, a Delaware limited liability company (CONTRACTOR), entered into as of July 16, 2013, with a first amendment on August 27, 2015 and a second amendment on January 9, 2018, is amended as follows:


1. All references to Contract ID: RIVCO-97170-001-06/14 shall be changed to Contract ID: RIVCO-97170-001-06/18.
2. Section 2 (Period of Performance). Section 2 of the Agreement is hereby amended as follows: The term of this Agreement shall be extended for one (1) year, commencing on July 1, 2019 and terminating on June 30, 2020.
3. All other terms and conditions of the Agreement not modified herein shall remain unchanged. The provisions of this amendment shall prevail over any inconsistency or conflicting provisions of the Agreement, as heretofore amended, and shall supplement the remaining provisions thereof.

**IN WITNESS WHEREOF**, the Parties hereto have caused their duly authorized representatives to execute this Amendment.

**COUNTY OF RIVERSIDE**, a political subdivision of the State of California

**Storetrieve, LLC**, a Delaware limited liability company

By:   
Kevin Jeffries, Chairman  
Board of Supervisors  
Dated: AUG 27 2019

By:   
Name: Walter Caudill  
Title: EVP  
Dated: 8/12/19

ATTEST:  
Kecia R. Harper  
Clerk of the Board

APPROVED AS TO FORM:  
Gregory P. Priamos  
County Counsel

By:   
Deputy

By:   
Michael Thomas,  
Deputy County Counsel