

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



ITEM: 3.30
(ID # 12928)

MEETING DATE:
Tuesday, June 30, 2020

FROM: PURCHASING AND FLEET SERVICES:

SUBJECT: ASSESSOR CLERK-RECORDER AND PURCHASING AND FLEET SERVICES:
Approve Amendment No. 4 to the Professional Services Agreement for Offsite Paper Records Storage Services with Storetrieve, LLC, without seeking competitive bids for one year ; All Districts [\$950,000] 100% County Department Budgets

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve Amendment No. 4 to the Personal Service Agreement for Offsite Paper Records Storage Services between the County of Riverside and Storetrieve, LLC, without seeking competitive bids to extend the contract period for an additional one year from July 1, 2020 through June 30, 2021 for an amount not to exceed \$950,000 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 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


Teresa Summers, Director of Purchasing 6/22/2020


Douglas Cady, CLERK DEP ASSESSOR/CO CLERK REC 6/22/2020

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Hewitt 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: June 30, 2020
xc: Purchasing, ACR

Kecia R. Harper
Clerk of the Board

By: 
Deputy

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

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$	\$ 950,000	\$ 950,000	\$
NET COUNTY COST	\$	\$	\$	\$
SOURCE OF FUNDS: 100% County Departments			Budget Adjustment:	No
			For Fiscal Year:	20/21

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. Record retention schedules are set by Federal Regulations, California Regulations, California Codes, and Best Practices as reviewed by County Council and approved by the Board of Supervisors. Document storage requirements tend to fluctuate with the County's population and amount of public services provided by departments in relationship to scheduled document destruction. 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.

Offsite document storage is necessary for compliance with all governing regulations. Once a countywide trusted system is developed, implemented, and embraced by user departments the reliance on paper document storage could be reduced. The appropriate document storage method is assessed and determined independently by each department according to their business needs, taking in consideration: regulations, cost, retention duration, frequency of use, and security, among other factors.

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 signed by the Purchasing Agent Designee August 27, 2015, adding climate control storage, file retrieval, and refiling activities. Amendment No. 2 was approved by the Board on January 23, 2018 (Item 3.11), 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. Amendment No. 3 was approved by the Board on August 27, 2019, extending the agreement's performance period one year, from June 30, 2019 to June 30, 2020.

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

Amendment No. 4 is requested to allow Riverside County to continue to work with San Bernardino Purchasing on a combined Request for Proposal (RFP) for an offsite records storage contract. This coordination of a joint solicitation is to combine procurements to enhance the opportunity of deeper volume discounts for both counties. This amendment will allow the two counties the needed time to complete a joint award. It also will allow the county a transition period if necessary, to change to a different awarded vendor. Storetrieve LLC has agreed to maintain their current pricing.

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 working with the San Bernardino Purchasing Department combined purchasing efforts for storage services. San Bernardino took the lead and issued a formal RFP- AGENCY20-PURC-3757 for offsite paper records storage services on March 18, 2020. The Assessor Clerk Recorder along with San Bernardino staff is evaluating the bids and working with Riverside and San Bernardino County Purchasing Departments to clarify proposed costs and services. Once all clarifications are returned and assessed, a recommendation to award will be brought forward to the Board of Supervisors.

Previously, on July 16, 2013 (3-13) the Board of Supervisors approved the Agreement with Storetrieve 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 extended the agreement from June 30, 2019 to June 30, 2020. Amendment 4 extends the agreement from July 1, 2020 to June 30, 2021. All fees remain the same; there is no price increase on services provided.

ATTACHMENT A. AMENDMENT No.4


Douglas Cordonez Jr.


6/23/2020


Gregory V. Priapros, Director County Counsel 6/23/2020

COUNTY OF RIVERSIDE
AMENDMENT NO. 4 TO THE AGREEMENT
WITH
STORETRIEVE LLC

Original Contract Term (including amendments): July 16, 2013 through June 30, 2020
Contract Term Extended To: June 30, 2021
Effective Date of Amendment: June 30, 2020
Annual Maximum Contract Amount: \$950,000
Contract ID: RIVCO-97170-001-06/18
Amended Contract ID: RIVCO-97170-001-06/21

This Amendment No. 4 to the Personal Service Agreement for Offsite Paper Records Storage Services is entered into by and between County of Riverside, a political subdivision of the State of California ("COUNTY") and Storetrieve, LLC, a Delaware limited liability ("CONTRACTOR").

WHEREAS, COUNTY and CONTRACTOR entered into that certain Personal Service Agreement for Offsite Paper Records Storage Services, effective July 16, 2013 (the "Agreement")

1. All references to "Contract ID: RIVCO-97170-001-06/18" shall be changed to "Contract ID: RIVCO-97170-001-06/21".
2. Section 2 of the Agreement is hereby amended as follows: The term of this Agreement shall be extended for (1) year, commencing on July 1, 2020 and terminating on June 30, 2021.
3. Section 3 ("Compensation") is hereby amended by deleting the first sentence of this section and replacing with the following: "The COUNTY shall pay CONTRACTOR for services performed, products provided, and expenses incurred in accordance with the terms of Exhibit B, Payment Provisions. Maximum payments by COUNTY to CONTRACTOR shall not exceed nine hundred and fifty thousand dollars (\$950,000) annually including all expenses, for (FY20/21)."
4. 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.
5. Effective Date. This Amendment No. 4 shall not be binding or consummated until its approval by the Board of Supervisors of the County of Riverside, and fully executed by the Parties.

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

[Signature page to follow.]

RFP# ASARC-065
BOS Agenda: #3-13, 7-16-2-13, #3-11, 1-23-2018, #3-7 8-27-2019
Form #116-311 Revision Date: 06/30/2020

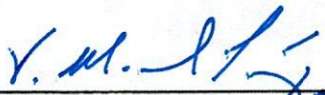
Purchasing and Fleet Services 2980 Washington Street, Riverside, CA 92504

JUN 30 2020 3.30

1 OM
6/22/20

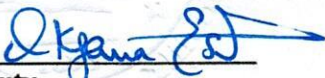
COUNTY OF RIVERSIDE
AMENDMENT NO. 4 TO THE AGREEMENT
WITH
STORETRIEVE LLC

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

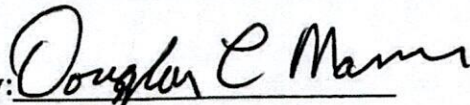
By: 
V. Manuel Perez, Chairman
Board of Supervisors

Dated: JUN 30 2020

ATTEST:
Kecia R. Harper
Clerk of the Board

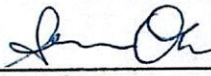
By: 
Deputy

Storetrieve, LLC,
a Delaware Limited liability company

By: 
Douglas L. Mann
Chief Executive Officer

Dated: 06/22/2020

APPROVED AS TO FORM:
Gregory P. Priamos
County Counsel

By: 
Susanna Oh,
Deputy County Counsel



Purchasing and Fleet Services

Teresa Summers, Director

Central Mail * Fleet Services * Purchasing * Supply Services

Date: June 22, 2020
From: Mark Whitesell, Procurement Services Manager
To: Teresa Summers/Purchasing Agent
Via: Ines Mark, Sr. PCS
Subject: Single Source Procurement; Request for agreement extension to the Professional Services Agreement for Offsite Paper Records Storage Services with Storetrieve, LLC.

The below information is provided in support of my Department requesting approval for a sole or single source. (*Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole or single source.*)

1. **Supplier being requested: Storetrieve LLC**

2. **Vendor ID: 0000097771**

3. **Single Source** **Sole Source**
(*Single Source - is a purchase of a commodity or service without obtaining competitive bids although more than one source is available*)

(*Sole Source - is a purchase of a commodity or service that is proprietary or no other vendor is qualified or willing to meet the county specified requirements*)

4. **Have you previously requested and received approval for a sole or single source request for this vendor for your department?** (*If yes, please provide the approved sole or single source number.*)

Yes **No**
SSJ# _____

4a. **Was the request approved for a different project?**

Yes **No**

5. **Supply/Service being requested:**

(*If this request is for professional services, attach the service agreement to this sole source request. The Purchasing Agent, or designee, is the signing authority for agreements unless the service is exempted by Ordinance 459, Board delegated authority or by State law. All*)

Form # 116-333 rev 5/31/18

insurance requirements must be met prior to work commencement. See the Risk Management website for vendor insurance requirements.)

Offsite paper records storage and related services that meet Facility Standards for Records Storage Facilities. The Assessor-Clerk-Recorder provides paper record storage services to various County departments. Due to facilities at Assessor-Clerk-Recorder at full capacity, additional storage options are needed to meet the demand for County Departments.

- 6. Unique features of the supply/service being requested from this supplier. (If this sole source request is due to proprietary software or machinery, or hardware, provide a supporting letter from the manufacturer. If this is a single source request provide an explanation of how this provides the best value for the County by selecting this vendor.)**

Currently Storetrieve provides secure storage to approximately 230,000 cu ft of paper records. They currently are the main provider of this service to the County. No other service provider has the volume of records as Storetrieve for Riverside County.

- 7. Reasons why my department requires these unique features from the vendor and what benefit will accrue to the county:**

It is estimated that moving the County's documents to a new vendor could potentially cost the County somewhere between \$500k to \$1 million. With current paper documents being stored now it is in the best interest of the County to issue a solicitation for this service prior to expiration of current agreement to review options in the best interest of the County. This requested will allow Riverside County to continue to work with San Bernardino on a Request for Proposal (RFP) on a combined bid for an offsite records storage contract. This coordination of a joint solicitation is to combine procurements to enhance the opportunity of deeper volume discounts for both counties. An amendment will allow the two counties to complete a joint award. It also will allow the county a transition period if necessary, to change to a different awarded vendor.

- 8. Period of Performance:** From: July 1, 2020 to June 30, 2021
(total number of years)

Is this an annually renewable contract? No Yes
Is this a fixed-term agreement: No Yes

(A fixed-term agreement is set for a specific amount of time; it is not renewed annually. Ensure multi-year fixed-term agreements include a cancellation, non-appropriation of funds, or refund clause. If there is no clause(s) to that effect, then the agreement must be submitted to the Board for approval. No exemptions shall apply.)

- 9. Identify all costs for this requested purchase. In addition, please include any single or sole source amounts previously approved and related to this project and vendor in the section designated below for current and future fiscal years. You do not need to include previous fiscal year amounts. If approval is for multiple years, ongoing costs must be identified below. If annual increases apply to ongoing costs such as CPI or other contract increases, provide the estimated annual cost for each consecutive year. If the annual increase may exceed the Purchasing Agent's authority, Board approval must be obtained. (Note: ongoing costs may include but are not limited to subscriptions, licenses, maintenance, support, etc.)**

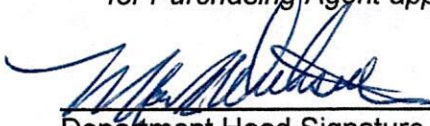
Description:	FY20/21	Total
One-time Costs:		
Offsite paper records storage and related services	\$950,000	
Total Costs		\$950,000

10. Price Reasonableness: (Explain why this price is reasonable or cost effective – were you provided government discounted pricing? Is this rate/fee comparable to industry standards?)

Storetrieve LLC agreed to maintain their current pricing.

11. Projected Board of Supervisor Date (if applicable): June 30, 2020

(Draft Form 11s, service agreement and or quotes must accompany the sole source request for Purchasing Agent approval.)



MARK W. HITESELL

6/22/2020

Department Head Signature
(or designee)

Print Name

Date

The section below is to be completed by the Purchasing Agent or designee.

Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove

Condition/s:

Not to exceed:

One-time \$ _____

Annual Amount \$ 950,000 - / per fiscal year through 6/30/2021 (date)
 (If Annual Amount Varies each FY) NOT TO EXCEED

FY _____ : \$ _____
 FY _____ : \$ _____
 FY _____ : \$ _____
 FY _____ : \$ _____
 FY _____ : \$ _____



6/22/2020

21-016

Purchasing Agent *Asst. Director* Date

Approval Number
(Reference on Purchasing Documents)