



FILED
CITY OF OAKLAND
2016 APR 28 PM 3:32

AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

FROM: LaTonda Simmons
City Clerk

SUBJECT: Offsite Storage Services Contract
Extension

DATE: March 3, 2016

City Administrator Approval

Date:

4/28/16

RECOMMENDATION

Staff Recommends That The City Council Adopt A Resolution Waiving The Request For Proposals/Qualifications Process And Authorizing The City Administrator To Execute A Third Amendment To The Contract With GRM Information Management Services ("GRM") To Extend The Contract Under The Current Contract Terms Through June 30, 2017 In An Additional Amount Not To Exceed \$200,000.

EXECUTIVE SUMMARY

The duty to preserve records and ensure accessibility is a core government mandate. The City of Oakland issued a Request for Proposals/Qualifications ("RFP/Q") in 2014, reviewed the bid details, and determined the project must be rebid to align with current fiscal demands and service requirements. Drafting of the bid requirements with the new specifications and completion of the bidding process is anticipated to take approximately 14 months which would require the contract to be extended through June 30, 2017. The proposed contract extension is critical to City operation as services with the current vendor are anticipated to be suspended April 30, 2016. Suspension of activities would impair access to the many records stored offsite. Adoption of the resolution authorizing the proposed contract extension will allow the City of Oakland to maintain access to business information to validate decisions and meet obligations to respond to legal, audit, and public requests for information, until re-bidding processes are completed.

BACKGROUND / LEGISLATIVE HISTORY

The duty to preserve records is a core government mandate. Since 1999, the City has utilized the services of commercial records management vendors to provide secured offsite storage to conform to best practices. Over 29,000 boxes of records of historic and essential City records are currently housed in offsite storage.

Item: _____
Finance and Management Committee
May 10, 2016

In July 2014, the City Council authorized an extension of the GRM contract to maintain access to City records and provide time for completion of a request for proposal/qualifications ("RFP/Q") process for offsite storage services. Resolution 85131 C.M.S. provided for an extension through March 31, 2015, which continued service operations utilizing funding levels established by the earmarks set in 1999.

In review of the vendor proposals, current fiscal assignments, and in consultation with the Contract Compliance Division, it has been determined that the City must rebid the service request with consideration to the full breadth of records needs for this organization. Based on the complexity of the City's current records management needs and fiscal limitations, the City will need to reconfigure this service request, rebid the revised package, and assign appropriate fiscal support to advance a recommendation to City Council. Development of the new scope of services, rebidding, evaluation, preparation of recommendations to Council; and implementation is anticipated to take approximately 14 months.

Oakland Municipal Code ("OMC") section 2.04.051(A) requires the City Administrator to conduct an request for proposals/qualifications ("RFP/Q") process for professional services contracts in excess of \$25,000 and OMC Section 2.04.0151(B) allows Council to waive the RFP/Q requirements upon a finding by the Council that it is in the best interest of the City to do so. City staff requires the necessary time to prepare criteria for a comprehensive model of records storage services to meet organizational needs and complete an RFP/Q at those service levels. City staff recommends waiving the RFP/Q requirements for the proposed contract extension so the City can maintain access to City records to comply with local, state, and federal requirements while it completes the RFP/Q processes.

FISCAL IMPACT

The proposed fiscal impact of the estimated costs through June 30, 2017 in an amount not to exceed \$200,000 will be funded with the existing budget and the FY16-17 budget in General Fund (1010), Organization Code (03121), Project (A466210), Program (IP63).

PUBLIC OUTREACH / INTEREST

Access to records ensures the City's ability to respond to public, legal, and audit requests.

COORDINATION

This request was coordinated with the administrative units and departments of Contract Compliance, Finance Department, the Budget Office, and the Office of the City Attorney.

SUSTAINABLE OPPORTUNITIES

Economic: There are no Economic opportunities associated with this report.

Environmental: *There are no Environmental opportunities associated with this report.*

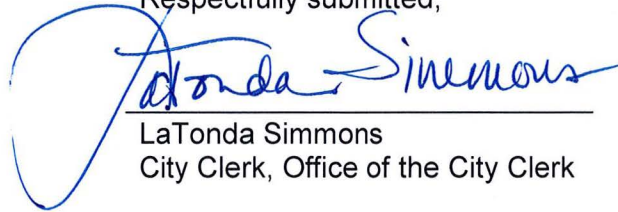
Social Equity: *Access to City records provides all members of the public information on the decisions of this government.*

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends That The City Council Adopt A Resolution Waiving The Request For Proposals/Qualifications Process And Authorizing The City Administrator To Execute A Third Amendment To The Contract With GRM Information Management Services ("GRM") To Extend The Contract Under The Current Contract Terms Through June 30, 2017 In An Additional Amount Not To Exceed \$200,000

For questions regarding this report, please contact LaTonda Simmons, City Clerk at (510) 238-7370.

Respectfully submitted,



LaTonda Simmons
City Clerk, Office of the City Clerk

FILED
OFFICE OF THE CITY CLERK
OAKLAND

Amador
City Attorney

2016 APR 28 PM 3:32

OAKLAND CITY COUNCIL

RESOLUTION NO. _____ C.M.S.

RESOLUTION WAIVING THE REQUEST FOR PROPOSALS/QUALIFICATIONS PROCESS AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A THIRD AMENDMENT TO THE CONTRACT WITH GRM INFORMATION MANAGEMENT SERVICES (“GRM”) TO EXTEND THE CONTRACT UNDER THE CURRENT CONTRACT TERMS THROUGH JUNE 30, 2017 IN AN ADDITIONAL AMOUNT NOT TO EXCEED \$200,000

WHEREAS, the City of Oakland recognizes maintenance and access to inactive records is essential to ensure responsiveness to public inquiries, audits and litigation requests; and

WHEREAS, the City of Oakland’s current recordkeeping activity, volume, costs, and needs have significantly increased since program inception in 1999; and

WHEREAS, the funding source for this contract extension with GRM will be funded with the existing budget and the FY16-17 budget in General Fund (1010), Organizational Code (03121), Project A466210, Program IP63; and

WHEREAS, the City of Oakland requires the necessary time to prepare criteria for a comprehensive model of records storage services to meet organizational needs and complete bidding at those service levels; and

WHEREAS, the City Council previously approved contract extensions with GRM by Resolutions 83955 C.M.S. and 85131 C.M.S.; and

WHEREAS, the City of Oakland wishes to extend the agreement with GRM, under the current terms, in an additional amount not to exceed two hundred thousand dollars (\$200,000), through June 30, 2017 while the City completes assessment and the rebidding of the revised service elements for storage services; and

WHEREAS, Oakland Municipal Code (“OMC”) section 2.04.051.A. requires the City Administrator to conduct an request for proposals/qualifications (“RFP/Q”) process for professional services contracts in excess of \$25,000 and OMC Section 2.04.0151.B. allows Council to waive the RFP/Q requirements upon a finding by the Council that it is in the best interest of the City to do so; and

WHEREAS, City staff recommends waiving the RFP/Q requirements for this contract extension so the City can complete the RFP/Q processes and maintain access to City records to comply with local, state, and federal requirements; and

WHEREAS, the City Administrator has determined that this contract extension is of a professional and temporary nature and shall not result in the loss of employment or salary by any person having permanent status in the competitive civil service; now, therefore be it

RESOLVED: That pursuant to OMC 2.04.051.B. and for the reasons stated above and in the City Administrator's report accompanying this item, the City Council finds that it is in the best interest of the City to waive the RFP/Q requirements for this contract extension and so waives the requirements; and be it

FURTHER RESOLVED: That the City Council hereby authorizes the City Administrator to execute a third amendment to the contract with GRM for storage and records management services to extend the contract through June 30, 2017 in an additional amount not to exceed \$200,000; and be it

FURTHER RESOLVED: That based on the information provided by the City Administrator, the City Council finds that this contract is of a professional and temporary nature and shall not result in the loss of employment or salary by any person having permanent status in the competitive civil service; and be it

FURTHER RESOLVED: That the funding source for this contract extension is General Fund (1010), Organizational Code (03121), Project A466210, Program IP63; and be it

FURTHER RESOLVED: That the City Attorney shall review the contract extension as to form and legality and a copy shall be filed with the Office of the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA, _____

PASSED BY THE FOLLOWING VOTE:

AYES – BROOKS, CAMPBELL-WASHINGTON, GALLO, GUILLEN, KALB, KAPLAN, REID AND PRESIDENT GIBSON MCELHANEY -

NOES -

ABSENT -

ABSTENTION -

ATTEST: _____

LaTonda Simmons
City Clerk and Clerk of the Council
of the City of Oakland, California