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OAKLAND

OAKLAND CITY COUNCIL


City Attorney

2018 JAN 31 PM 2:05 RESOLUTION No. 87053 = C.M.S.

Introduced by Councilmember _____

A Resolution Authorizing A Contract With The Successful Bidder, Corodata, LLC., In An Amount Not To Exceed \$150,000 Each Year For Records Management And Offsite Records Storage Service For A Period Of Seven Years In The Total Amount of \$1,050,000, With Two, Two-Year Options To Extend The Contract Up To A Total Of 11 Years, For A Grand Total Contract Amount of \$1,650,000.

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 lacks personnel, funding, and additional resources to operate and manage a records center for inactive records for the City of Oakland; and

WHEREAS, the City of Oakland's current recordkeeping activities, volume, cost, and overall Records Management needs have significantly increased since program inception in 1999; and

WHEREAS, the City of Oakland requires records management and storage services that align with industry best practices, with relevant systems and technologies that support City of Oakland operations; and

WHEREAS, the City of Oakland needed additional time to prepare criteria for a comprehensive model of records storage services to meet organizational needs and complete bidding at a relevant service levels and organizational need; and

WHEREAS, the City of Oakland utilized the services of an independent contractor to ensure neutral and objective coordination, review, and vendor selection; and

WHEREAS, the City of Oakland completed advertising, review, evaluation, and ranking of proposals in accordance with City contracting requirements and the established bidding schedule; and

WHEREAS, the City of Oakland received proposals from GRM, Corodata, Datasafe, and Access, which were reviewed in accordance with Evaluation Criteria articulated in the RFP; and

WHEREAS, after thorough review and ranking of proposals, Corodata, Inc. was determined to be the highest ranked responsive bidder; and

WHEREAS, the City of Oakland recommends executing an agreement with Corodata, Inc. in an additional amount not to exceed one hundred fifty thousand dollars (\$150,000), for a period of seven (7) years in the total contract amount of \$1,050,000, with two extensions each for two years for a total period not to exceed 11 years for a grand total contract amount not to exceed \$1,650,000; and

WHEREAS, the funding source for this contract with Corodata will be funded with the existing budget in General Fund (1010), Organizational Code (03121), Project (1000893), Task

