



AGENDA REPORT

TO: Steven Falk
Interim City Administrator

FROM: LaTonda Simmons
City Clerk

SUBJECT: Offsite Storage Contract Extension
Inventory Transfer Completion

DATE: March 3, 2020

City Administrator Approval

Date: 4-2-2020

RECOMMENDATION

Staff Recommends That The City Council Adopt A Resolution Waiving The Request For Proposals/Qualifications (RFP/Q) Process And Authorizing The City Administrator To Execute A Fifth And Final Amendment To The Contract With GRM Information Management Services (“GRM”) To Extend The Contract Under The Current Contract Terms Through June 30, 2020 In An Additional Amount Not To Exceed \$96,000 To Complete The Remaining Transfer Of City Records And Reconcile Contract Obligations.

EXECUTIVE SUMMARY

The duty to preserve records is a core government mandate. Since 1999, the City has utilized services of commercial records management vendors to provide secured offsite storage. GRM previously held approximately 34,000 boxes of historic and essential City records. After competitive bidding, Council authorized selection of a new provider in 2018 and after completion of contract negotiations and execution inventory transfer commenced March 2019. The proposed contract extension is necessary to complete the remaining transfer of approximately 3,900 boxes, obtain fiscal authority to reconcile billing, and close the contract.

BACKGROUND / LEGISLATIVE HISTORY

Since 1999 the City of Oakland has contracted storage services for preservation of City records. In July 2018, the City Council authorized extension of the GRM contract by Resolution No. 87052 C.M.S., to maintain access to City records and provide time to transfer the City’s inventory of records to the new service provider, Corodata.

The contract with the current service provider Corodata was executed February 2019, and the transfer of City records commenced March 2019, after negotiation of a transfer agreement between the two providers.

Item: _____
Special ORSA/City Council
April 7, 2020

The City's offsite records inventory consisted of approximately 34,000 boxes. Approximately, 3,900 boxes remain for transfer to complete the vendor conversion. The Office of the City Clerk has exhausted its fiscal authority under the last extension provided by Resolution No. 87052 C.M.S., adopted February 20, 2018.

Further authorization is necessary to complete the remaining transfer, to reconcile GRM billings, and close the contract with GRM.

ANALYSIS AND POLICY ALTERNATIVES

Staff recommends that the City Council adopt a resolution waiving the request for proposals/qualifications (RFP/Q) process and authorize the City Administrator to execute a fifth and final amendment to the contract with GRM Information Management Services ("GRM") to extend the contract under the current contract terms through June 30, 2020 in an additional amount not to exceed \$96,000 to complete the remaining transfer of City records and reconcile contract obligations.

The adoption of the resolution ensures consolidated and efficient control over archived City records for response to public records, audit, litigation requests, and appropriate destruction.

FISCAL IMPACT

The proposed fiscal impact of the estimated costs through June 30, 2020 is in an amount not to exceed \$96,000 will be funded with the encumbrances in the FY19-20 budget in General Fund (1010), Organization Code (03121), Project (A466210), Program (IP63).

PUBLIC OUTREACH / INTEREST

Adoption of the resolution will allow staff to move forward with the contract and allow for continued access to records, ensuring the City's ability to respond to public, legal, and audit requests.

COORDINATION

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

SUSTAINABLE OPPORTUNITIES

Economic: Centralized control and proper reorganization of City records mitigates unnecessary costs associated with the failures to produce, manage, or timely destroy records.

Environmental: Centralized control, proper reorganization coupled with forward support of digital records storage, and timely and certified destruction of paper records reduces paper waste.

Social Equity: Access and reorganization of City records ensures that all members of the public can examine information and mobilize actions in their best interests that affect the quality of their lives. Additionally, City departments can ensure access to archived decision documents that affect policy development in service to all members of the public.

ACTION REQUESTED OF THE CITY COUNCIL

Staff recommends that the City Council adopt a resolution waiving the request for proposals/qualifications (RFP/Q) process and authorize the City Administrator to execute a fifth and final amendment to the contract with GRM Information Management Services ("GRM") to extend the contract under the current contract terms through June 30, 2020 in an additional amount not to exceed \$96,000 to complete the remaining transfer of City records and reconcile contract obligations.

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

Respectfully submitted,

LaTonda Simmons/s/

LaTonda Simmons
City Clerk, Office of the City Clerk

Item: _____
Special ORSA/City Council
April 7, 2020