


City Attorney's Office

OAKLAND CITY COUNCIL

RESOLUTION No. _____ C.M.S.

RESOLUTION WAIVING THE REQUEST FOR PROPOSALS/QUALIFICATIONS PROCESS AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE THE 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

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 FY2019-20 budget in General Fund (1010), Organizational Code (03121), Project A466210, Program IP63, and department designated funding sources; and

WHEREAS, the City of Oakland requires the necessary time to migrate to a comprehensive model of records storage services that includes current records management technologies that meet organizational service levels; and

WHEREAS, the transition of records to a new provider is a costed service element that must be included in the service transition; and

WHEREAS, the City Council previously approved contract extensions with GRM by Resolutions 83955 C.M.S., 85131 C.M.S.; and 87052 C.M.S.

WHEREAS, the City of Oakland wishes to extend the agreement with GRM, under the current terms, in an additional amount not to exceed ninety-six thousand dollars (\$96,000), through June 30, 2020 while the City facilitates transfer of City records to the new vendor; and

WHEREAS, Oakland Municipal Code (“OMC”) section 2.04.051.A. requires the City Administrator to conduct a 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 with GRM so the City can have sufficient time to continue to receive services from GRM, maintain access to City records to comply with local, state, and federal requirements without disruption, and to complete the total transfer of City files from GRM to the City's new contractor, Corodata; 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 on a month to month basis until assessment and rebidding are completed to extend the contract through June 30, 2020 in an additional amount not to exceed \$96,000; 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 department designated funding sources; 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.

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IN COUNCIL, OAKLAND, CALIFORNIA, _____

PASSED BY THE FOLLOWING VOTE:

AYES – BAS, GALLO, KALB, MCELHANEY, REID, TAYLOR, THAO, AND PRESIDENT KAPLAN, -

NOES -

ABSENT -

ABSTENTION -

EXCUSED -

ATTEST: _____
LaTonda Simmons
City Clerk and Clerk of the Council
of the City of Oakland, California