

 City Attorney

 FILED
 OFFICE OF THE CITY CLERK
 OAKLAND

2018 JAN 31 PM 2:00

OAKLAND CITY COUNCIL

 RESOLUTION No. 87052 C.M.S.

RESOLUTION WAIVING THE REQUEST FOR PROPOSALS/QUALIFICATIONS PROCESS AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A FOURTH AMENDMENT TO THE CONTRACT WITH GRM INFORMATION MANAGEMENT SERVICES ("GRM") TO EXTEND THE CONTRACT UNDER THE CURRENT CONTRACT TERMS THROUGH SEPTEMBER 30, 2018 IN AN ADDITIONAL AMOUNT NOT TO EXCEED \$170,000.

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 FY17-19 budget in General Fund (1010), Organizational Code (03121), Project (1000893), Task (A466210), and department designated funding sources; and

WHEREAS, the City of Oakland has completed advertising, bidding, and selection of a new offsite storage services provider which will allow use of current records management tools and technologies; and

WHEREAS, the City of Oakland requires time to sort and transfer inventories to a new provider to migrate to a comprehensive model of records storage services and technologies that meet and optimize organizational service levels; and

WHEREAS, this contract extension does not incur concurrent charges with both vendors for records storage services; and

WHEREAS, the City Council previously approved contract extensions with GRM by Resolutions 83955 C.M.S., 85131 C.M.S. and 86176 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 one hundred seventy thousand dollars (\$170,000), through September 30, 2018 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 over \$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 in order to avoid (a) the disruption of services, (b) the delay of the ongoing off-site storage project, and (c) so the City can complete the RFP/Q processes for the new records storage contractor while maintaining access to City records in compliance 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 fourth 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 September 30, 2018 in an additional amount not to exceed \$170,000; 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 (100893), Task (A466210); 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.

FEB 20 2018

IN COUNCIL, OAKLAND, CALIFORNIA, _____

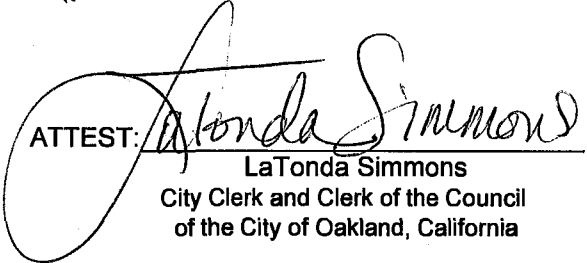
PASSED BY THE FOLLOWING VOTE:

AYES - ~~Alvarado, Briones, Brown, Chan, Chiu, Cook, Daniels, DeLeon, Edwards, Flores, Gallo, Guillen, Kalb, Kaplan, McElhaney and~~ GALLO, GUILLEN, KALB, KAPLAN, MCELHANEY AND

~~Ward~~ - 5
NOES - ~~Brooks, Campen, Washington, Reid~~ - 3

ABSENT - ~~0~~

ABSTENTION - ~~0~~

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