

OFFICE OF THE CITY CLEME OAKLAND CITY COUNCIL OAKLANO 87053 = C.M.S. 2018 JAN 31 PM 2: RESOLUTION NO

Introduced by Councilmember

FILED

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

(A466210) and other City department budgets in accordance with programmatic budgeting standards; and

WHEREAS, the City Administrator has determined 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; now, therefore be it

RESOLVED, That the City Council hereby authorizes the City Administrator to execute a contract with Corodata for records management and records storage services in amount not to exceed \$150,000 each year 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 an grand total contract amount not to exceed \$1,650,000; 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 (1000893), Task (A466210) and other City department budgets in accordance with programmatic budgeting standards; 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, FFB 2 0 2018

PASSED BY THE FOLLOWING VOTE:

X

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ABSENT -	
ABSTENTION -	ATTEST Worda Simpor
	LaTonda Simmons
	City Clerk and Clerk of the Council of the City of Oakland, California