

# City of Sacramento

## Legislation Text

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**File #:** 2019-01823, **Version:** 1

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**Title:**

**Contract: Citywide Secure Record Storage (Two-Thirds Vote Required)**

File ID: 2019-01823

**Location:** Citywide

**Recommendation:**

Adopt a Resolution: 1) suspending competitive bidding in the best interest of the City for the purchase of citywide record storage services; 2) awarding a contract to Iron Mountain, Incorporated, for citywide records storage services with an initial two-year term with options for three one-year extensions in a total amount not-to-exceed \$500,000; and 3) authorizing the City Manager or the City Manager's designee to execute the contract specified above and to exercise renewal options, provided that sufficient funds are available in the budget adopted for the applicable fiscal year(s).

**Contact:** Ashley Petralli, Contract & Compliance Specialist, 916-808-5749, Department of Finance

**Presenter:** None

**Attachments:**

- 1-Description/Analysis
- 2- Resolution
- 3-Contract PRC000656 - Citywide Secure Records Storage
- 4-Records Management Policy

**Description/Analysis**

**Issue Detail:** Departments throughout the City are required to retain records and documents in accordance with the City's Record Retention policy. While many departments are shifting toward electronic copies when allowable, some current records and documents cannot be electronically saved and those currently archived require continued storage until retention dates have been met.

**Policy Considerations:** The recommendations in this report are consistent with City Code Section 3.56.230 (c), which authorizes the City Council to suspend competitive bidding for the purchase of

services or supplies when, upon a two-thirds vote, the city Council determines it is in the best interest of the City to do so.

**Economic Impacts:** None.

**Environmental Considerations:**

**California Environmental Quality Act (CEQA):** The proposed activity is not a project pursuant to the California Environmental Quality Act (CEQA). CEQA Guidelines Section 15378 (b)(2). The activity is a continuing administrative or maintenance activity, such as the purchases for supplies, personnel-related actions, general policy and procedure making and is not subject to CEQA. CEQA Guidelines Section 15060(c)(3).

**Sustainability:** Not applicable.

**Commission/Committee Action:** Not applicable.

**Rationale for Recommendation:** Iron Mountain, Incorporated has been the primary provider of records storage services to the City for the past 23 years. Suspension of competitive bidding and the award of a two-year contract (with the option for three one-year extensions) to Iron Mountain, Incorporated are recommended to avoid additional financial and administrative costs associated with moving the City's existing records stored at Iron Mountain if a different vendor were to be awarded the contract through a competitive bidding process. Additionally, Iron Mountain, Incorporated has agreed to hold the 2015 pricing for this award through January 31, 2022.

After this contract is awarded the Procurement Division will work with each department in reducing their existing records inventory pursuant to the City's Records Management Policy.

**Financial Considerations:** Funding for the recommended citywide records storage services contract will be provided by each department's operating and/or capital improvement project budgets utilizing the service. The cost of this contract is up to \$500,000. Funding for services are subject to availability in the adopted department budgets for the applicable fiscal year(s).

**Local Business Enterprise (LBE):** Iron Mountain, Incorporated is a LBE