



**Snohomish County Council**

**Committee:** Public Works and Infrastructure  
**ECAF:** 2022-0354  
**Proposal:** Motion 22-155

**Analyst:** Deb Evison Bell  
**Date:** May 3, 2022

**Consideration:**

The proposed motion would approve and authorize the County Executive to execute an agreement with Access Information Intermediate Holdings I, LLC dba Access / Record Xpress of California, LLC to provide records box storage, retrieval, and shredding service, under SCC 3.04.140(8).

**Background:**

Snohomish County currently has approximately 12,000 boxes stored, either awaiting their retention end date and/or that require permanent retention.

Snohomish County has had an agreement with Access Information Management Shared Services LLC (formerly known as Datasite Business Archives Inc.) for overflow records storage and retrieval records boxes since 2013.

Snohomish County published RFP-046-21SB to obtain proposals for the overflow records box storage, retrieval, and destruction services. Two applicants responded to the second call for proposals, and the County evaluation committee ranked Access Information Intermediate Holdings I, LLC dba Access/Record Xpress of California, LLC as the highest ranked proposal following all establish Federal, State and County policies and practices.

**Current Proposal:**

*Scope:* Approval by motion is sought from Council to approve and authorize the County Executive to execute an Agreement for Professional Services with Access Information Intermediate Holdings I, LLC dba Access/Record Xpress of California, LLC to provide records box storage, retrieval, and destruction services.

*Duration:* The term of this agreement is from July 1, 2022, through June 30, 2027.

*Fiscal Implications:* The total amount payable under this agreement is \$275,000.00.

#RFP 16-13 ( <a href="#">Motion 13-504</a> )	12/21/2013	12/31/2020	AMOUNT	\$110,500.00
AMENDMENT 1 ( <a href="#">Motion 20-424</a> )	01/01/2021	12/31/2021	AMOUNT	\$40,00.00
AMENDMENT 2 ( <a href="#">Motion 21-435</a> )	01/01/2022	06/30/2022	AMOUNT	\$20,000.00
ORIGIANAL CONTRACT TOTAL				\$170,500.00
#RFP-046-21SB	7/1/2022	6/30/2027	AMOUNT	\$275,000.00

**2022 Budget:** Yes, the 2022 Budget includes appropriation authority.

**Future Budget Impacts:** Funding for this service was anticipated and included in the approved 2022 Department of Information Technology budget.

**Handling:** NORMAL

**Approved-as-to-form:** YES

**Risk Management:** APPROVE

**Executive Recommendation:** APPROVE

**Analysis:** The proposed contract requires council approval, per SCC3.04.140(8).

**Requests:** Move to GLS on May 11, 2022, for consideration.