

**AMENDMENT ONE TO THE RECORDS BOX STORAGE, RETRIEVAL AND SHREDDING
SERVICES AGREEMENT**

This Amendment One to the “Records Box Storage, Retrieval and Shredding Services Agreement” (the “Agreement”) dated December 11, 2013, is made and entered into this 16th day of November, 2020, by and between Snohomish County, a political subdivision of the State of Washington (hereafter “the County”) and Record Xpress of California LLC, a Massachusetts limited liability company licensed to do business in Washington State, doing business as Access (hereafter “the Contractor”).

RECITALS

Whereas, Snohomish County issued Request for Proposal RFP 16-13 to obtain a service to provide additional secure storage for archive records boxes, retrieval of records boxes as needed, and shredding/disposal of records stored at the Contractor’s facility that have met their destruction date; and

Whereas, Datasite Business Archives, Inc. (“Datasite”) provided the highest rated proposal as evaluated by the County evaluation committee, and was thereby selected to provide the Services; and

Whereas, Access Information Management Shared Services LLC, acquired the assets of Datasite on December 20, 2013; and

Whereas, in January 2014, Snohomish County consented to the assignment of Datasite’s contract obligations to Contractor; and

Whereas, the current Agreement term will end on December 31, 2020, and the County wishes to continue to use the Services, and Contractor wishes to continue to provide the Services; and

Whereas, Snohomish County and Access Information Management Shared Services LLC agree to the terms and conditions and pricing as stated in this Amendment One;

AGREEMENT

NOW, THEREFORE, in consideration of the covenants hereinafter set forth and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the County and Contractor agree as follows:

1. Article 2. Term of Agreement; Time of Performance, shall be amended to read as follows:
 2. Term of Agreement; Time of Performance. This Agreement shall be effective upon December 21, 2013, (“the Effective Date”) and shall terminate on December 31, 2021.

Contractor shall commence work upon the Effective Date and shall complete the work no later than December 31, 2021, PROVIDED, HOWEVER, that the County's obligations after December 31, 2020, are contingent upon local legislative appropriation of necessary funds for this specific purpose in accordance with the County Charter and applicable law.

2. Schedule B Compensation, is hereby amended to read as follows:

Schedule B Compensation

(From December 21, 2013 through December 31, 2020)

CONTRACT SERVICE PRICING

Item	UNIT	UNIT PRICE
Monthly storage Fees	Cubic foot	\$0.17
Standard Transportation/ Trip	Round Trip	\$18.00
Priority Transportation/ Trip	Round Trip	\$50.00
Emergency Transportation/ Trip	Round Trip	\$150.00
Box Retrieval Fee	Cubic foot	\$1.40
Box Handling Fee	Cubic Foot	\$1.33
Permanent Box Retrieval Fee	Cubic foot	\$1.33
Records Disposal via Shredding Fees	Cubic foot	\$1.70

COST OFFSET – ONE TIME CREDIT

Item	UNIT	UNIT PRICE	QUANTITY	EXTENDED CREDIT
Contractor offset payment for permanent retrieval from current contractor's offsite storage facility	Cubic feet	\$3.50	6,550.8	\$22,927.90
<i>Subtotals</i>				\$22,927.80
One-time Cost Total				\$22,927.80

ONE-TIME COSTS

RECORDS TO BE MOVED FROM DATASITE TO NEW LOCATION AT CONTRACT END

Item	UNIT	UNIT PRICE	QUANTITY	EXTENDED CREDIT
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Permanent retrieval of storage boxes currently stored at offsite vendor	Cubic feet	\$0.88		
Permanent Removal Retrieval fee	Cubic foot	\$1.40		
Permanent Removal handling fee	Cubic feet	\$1.33		
Transportation/Roundtrip Fees for relocation	Each	\$18.00		

Compensation

From January 1, 2021 through December 31, 2021

CONTRACT SERVICE PRICING

Item	UNIT	UNIT PRICE
Monthly storage Fees	Cubic foot	\$.2163
Standard Transportation/ Trip	Round Trip	\$19.0962
Priority Transportation/ Trip	Round Trip	\$37.2963
Emergency Transportation/ Trip	Round Trip	\$159.135
Box Retrieval Fee	Cubic foot	\$1.7819
Box Handling Fee	Cubic Foot	\$1.6892
Permanent Box Retrieval Fee	Cubic foot	\$1.7819
Records Disposal via Shredding Fees	Cubic foot	\$4.0582

ONE-TIME COSTS

RECORDS TO BE MOVED FROM ACCESS SITE TO NEW LOCATION AT CONTRACT END

Item	UNIT	UNIT PRICE	QUANTITY	EXTENDED CREDIT
Permanent retrieval of storage boxes currently stored at offsite vendor	Cubic feet	\$ 1.6892	14,000	
Permanent Removal Retrieval fee	Cubic foot	\$ 1.7819		
Permanent Removal handling fee	Cubic feet	\$ 1.6892		
Transportation/Roundtrip Fees for relocation	Each	\$ 19.0962		

Except as expressly provided in this Amendment No. One, all of the terms and conditions of the Agreement remain in full force and effect.

Sheila Barker

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the _____ day of _____, 2020.

COUNTY OF SNOHOMISH:	Record Xpress of California LLC:
Executive Director Ken Klein Digitally signed by Ken Klein Date: 2020.11.02 12:26:08 -08'00'	DocuSigned by: <i>Kandice Merrill</i> 11/16/2020 381643598EAE443...
Snohomish County Executive Date	By: Kandice Merrill Date: Title: AVP, Account Management
Approved as to Form:	
/s/ Rebecca E. Wendling 6.15.2020 Deputy Prosecuting Attorney Date	
Recommended for Approval:	
<i>Sheila Barker</i> 10/5/2020 Risk Management Date	
Recommended for Approval:	
Information Technology Director Date	

COUNCIL USE ONLY	
Approved	<u>11/2/2020</u>
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