



Snohomish County Council

Committee: Public Works and Infrastructure
ECAF: 2021-0928
Proposal: Motion 21-435

Analyst: Deb Evison Bell
Date: December 7, 2021

Consideration:

The proposed motion would authorize the County Executive to execute Amendment No. 2 to the Records Box Storage, Retrieval and Shredding Services Agreement contract with Access Information Management Shared Services LLS (“Access”) to provide records storage, retrieval, and shredding service, under SCC 3.04.140 (8).

Background:

In December 2013, an agreement was executed between Snohomish County and Access Information Management Shared Services LLC (formerly known as Datasite Business Archives Inc.) for overflow records storage and retrieval records boxes when needed to meet County archiving and file retrieval demands (Motion 13-504) ¹. Snohomish County selected “Access” through RFP 16-13, following established Federal, State and County policies, as they submitted the highest rated proposal and was awarded a five-year contract, with an optional two-year extension upon notification from the County. In 2020 this contract was extended for an additional one-year term.

“Access” has provided acceptable services for seven years, providing overflow records storage and retrieval of records boxes when needed to meet County archiving and file retrieval demands. At this time the County has approximately 12,000 boxes stored at the facility, either awaiting their retention end date or that require permanent retention. “Access” also provides shredding services at their facility for records that have reached their destruction dates, as requested by work order from the Records Center Staff.

Current Proposal:

Scope: The proposed Amendment No. 2 to the Master Contract shall allow Information Technology to continue to utilize the services provided by “Access” while they work with the Snohomish County Purchasing Department to publish a new competitive solicitation for services.

Duration: The term of this amendment is from January 1, 2022 through June 30, 2022.

Fiscal Implications: The total amount payable under this amendment agreement is \$20,000.00.

ORIGINAL CONTRACT #RFP 16-13	12/21/2013	12/31/2020	AMOUNT	\$110,500.00
AMENDMENT 1 (Motion 20-424) ²	01/01/2021	12/31/2021	AMOUNT	\$40,00.00
AMENDMENT 2 (Motion 21-435)	01/01/2022	06/30/2022	AMOUNT	\$20,000.00

¹ https://snohomish.granicus.com/MediaPlayer.php?view_id=15&clip_id=3674&meta_id=225434

² [Administrative Session - Nov 2nd, 2020 \(granicus.com\)](#)

2021 Budget: Yes, the 2022 Budget includes appropriation authority.

Future Budget Impacts: Funding for this service was anticipated and included in the 2022 DoIT budget.

Handling: NORMAL

Approved-as-to-form: YES

Risk Management: APPROVE

Executive Recommendation: APPROVE

Analysis: The proposed contract amendment would allow for a six-month extension of the existing contract and requires council approval, per SCC3.04.140(8).

Requests: Move to GLS on December 15, 2021 for consideration.