



Legislation Details (With Text)

File #: 2021-0928 Version: 1

Type: Motion Status: Approved

File created: 10/28/2021 In control: General Legislative Session

On agenda: 12/15/2021 Final action: 12/15/2021

Title: Motion 21-435, approve and authorize the County Executive to execute Amendment 2 to the master

contract with Access Information Management Shared Services LLC to provide records box storage,

retrieval, and shredding services

Sponsors:

Indexes:

Code sections:

Attachments: 1. Motion 21-435, 2. Staff Report, 3. Amendment - SIGNED, 4. Amendment 1, 5. DataSite Master

Agreement, 6. Motion Assignment Slip

Date	Ver.	Action By	Action	Result
12/15/2021	1	General Legislative Session	Approved	Pass
12/7/2021	1	Public Works and Infrastructure Committee	Moved to the GLS Consent Agenda	
12/6/2021	1	Administrative Session	Assigned	

Executive/Council Action Form (ECAF)

ITEM TITLE:

Motion 21-435, approve and authorize the County Executive to execute Amendment 2 to the master contract with Access Information Management Shared Services LLC to provide records box storage, retrieval, and shredding services

DEPARTMENT: Information Technology

ORIGINATOR: Dee White

EXECUTIVE RECOMMENDATION: Approve- Ken Klein 11/30/21

PURPOSE: The purpose of this ECAF is to approve Amendment 2 to the Records Box Storage, Retrieval and Shredding Services between Snohomish County and Access Information Management Shared Services LLC ("Access") to extend the agreement through June 30, 2022.

BACKGROUND: Access (formerly Datasite Business Archives Inc.) submitted the highest rated proposal to RFP 16-13, as evaluated by the selection team, and was awarded a five year contract, with an optional two year extension upon notification from the County. Access Information Protected 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

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by work order from the Records Center Staff. The current term of service will expire at the end of 2021. At this time the Information Technology Department is asking for a six month extension to the existing agreement to allow time to work with the Purchasing Division to publish a new competitive solicitation for the services and put a new agreement in place. Expedited handling is required due to the current agreement expiration date of 12/31/2021.

FISCAL IMPLICATIONS:

CURRENT YR	2ND YR	1ST 6 YRS
\$20,000	0	\$20,000
\$20,000	\$0	\$20,000
	\$20,000	\$20,000 0

REVENUE: FUND, AGY, ORG, REV, SOURCE	CURRENT YR	2ND YR	1ST 6 YRS
TOTAL			

DEPARTMENT FISCAL IMPACT NOTES: Funds for this expenditure was anticipated and included in the 2022 IT proposed budget.

CONTRACT INFORMATION:

ORIGINAL	X	CONTR	ACT#			AM	IOUNT	\$182,500
AMENDMENT	1	CONTR	ACT#			AM	IOUNT	\$40,000
AMENDMENT	2	_CONTR	ACT#			AN	IOUNT	\$20,000
Contract Period	t	OT 4 DT	10/01/14	0.14 () 40.50		5 115	40/04/6	24
ORIGINAL		START	12/21/1	3 Motion 13-50	4	_END	12/31/2	21
AMENDMENT 1		START	1/1/21 N	Motion 20-424		END	12/31/2	21
AMENDMENT 2		START	1/1/202	2		END	6/30/20)22

OTHER DEPARTMENTAL REVIEW/COMMENTS: Approved as to form by PA Rebecca Wendling 10/28/21/Approved-Risk, Sheila Barker 11/24/21/Approved-Finance 11/29/21.