



# Snohomish County Council

## Legislation Text

File #: 2021-0928, Version: 1

### 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 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:**

<b>EXPEND:</b> FUND, AGY, ORG, ACTY, OBJ, AU	CURRENT YR	2ND YR	1ST 6 YRS
505-5148904801	\$20,000	0	\$20,000
Plus applicable sales tax			
<b>TOTAL</b>	\$20,000	\$0	\$20,000

<b>REVENUE:</b> FUND, AGY, ORG, REV, SOURCE	CURRENT YR	2ND YR	1ST 6 YRS

<b>TOTAL</b>			

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

**CONTRACT INFORMATION:**

ORIGINAL	x	CONTRACT#	AMOUNT	\$182,500
AMENDMENT	1	CONTRACT#	AMOUNT	\$40,000
AMENDMENT	2	CONTRACT#	AMOUNT	\$20,000

**Contract Period**

ORIGINAL	START	12/21/13 Motion 13-504	END	12/31/21
AMENDMENT 1	START	1/1/21 Motion 20-424	END	12/31/21
AMENDMENT 2	START	1/1/2022	END	6/30/2022

**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.