



Snohomish County Council

Legislation Text

File #: 2022-0354, Version: 1

Executive/Council Action Form (ECAF)

ITEM TITLE:

Motion 22-155, approve and authorize the County Executive to execute an agreement to provide professional services with Access Information Intermediate Holdings I, LLC dba Access / Record Xpress of California, LLC to provide records box storage, retrieval, and shredding services

DEPARTMENT: Information Technology

ORIGINATOR: Dee White

EXECUTIVE RECOMMENDATION: Approve - Ken Klein

PURPOSE: The purpose of this ECAF is to approve and execute the Agreement for Professional Services with Access Information Intermediate Holdings I, LLC dba Access / Record Xpress of California, LLC (Access) to provide records storage, retrieval and destruction services.

BACKGROUND: The County published RFP-046-21SB to obtain proposals for overflow records box storage, retrieval, and destruction services and received two responses. Access Information Intermediate Holdings I, LLC dba Access / Record Xpress of California, LLC (Access) was selected by the County evaluation committee as submitting the highest ranking proposal to provide the services. Approval of this Agreement will allow Access to provide records box storage, retrieval, and destruction services to the Department of Information Technology for a five-year term beginning July 1, 2022, with two optional one-year extensions upon written notice from the County.

FISCAL IMPLICATIONS:

EXPEND: FUND, AGY, ORG, ACTY, OBJ, AU	2022	2ND YR	1ST 5 YRS
505-5148904801	\$27,500	\$55,000	\$275,000
TOTAL	\$27,500	\$55,000	\$275,000

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

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

CONTRACT INFORMATION:

ORIGINAL	X	CONTRACT#	RFP-046-21SB	AMOUNT	\$275,000
AMENDMENT		CONTRACT#		AMOUNT	

Contract Period

ORIGINAL	START	7/1/2022	END	6/30/2027
AMENDMENT	START		END	

OTHER DEPARTMENTAL REVIEW/COMMENTS: PA approval 3/31/2022. Reviewed/approved by Risk and Finance.