



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: AUGUST 20, 2024

FROM: CITY CLERK'S OFFICE WARDS: ALL

SUBJECT: REQUEST FOR PROPOSALS 2374 – APPROVE SERVICES AGREEMENT WITH CERTIFIED RECORDS MANAGEMENT, LLC, FOR RECORDS OFF-SITE STORAGE, RETRIEVAL, AND DESTRUCTION SERVICES THROUGH JUNE 30, 2029, FOR AN AMOUNT NOT-TO-EXCEED \$60,000 ANNUALLY, FOR A TOTAL CONTRACT AMOUNT NOT-TO-EXCEED \$300,000, AND WITH ONE (1) FIVE-YEAR EXTENSION OPTION FOR A NOT-TO-EXCEED TOTAL OF TEN (10) YEARS.

ISSUE:

Approve the Services Agreement with Certified Records Management, LLC, in accordance with Request for Proposal 2374, for records off-site storage, retrieval, and destruction services through June 30, 2029, for an amount not-to-exceed \$60,000 annually, for a total contract amount not-to-exceed \$300,000, and with one (1) five-year extension option for a not-to-exceed total of ten (10) years.

RECOMMENDATIONS:

That the City Council:

1. Approve the Services Agreement with Certified Records Management, LLC in accordance with Request for Proposal 2374, for records off-site storage, retrieval, and destruction services through June 30, 2029, for an amount not-to-exceed \$60,000 annually and with a one (1) five-year extension option for a not-to-exceed total of ten (10) years; and
2. Authorize the City Manager or his designee to execute the agreement and any future amendments relating to this award including making any non-substantive changes to the agreement with concurrence from the City Clerk.

DISCUSSION:

On April 24, 2024, the City issued Request for Proposal (RFP) 2374 through PlanetBids for records off-site storage, retrieval, and destruction services. Upon releasing RFP 2374, 157 external vendors and 70 City of Riverside vendors were notified. The City did not host a pre-proposal meeting, responded to ten (10) questions, and did not post any addenda. At the close of the bid due date of May 20, 2024, there were a total of four (4) proposals received. The proposals

were evaluated by three City staff based on the evaluation criteria developed for the RFP. As a result, Purchasing deemed Certified Records Management, LLC, to be ranked the highest qualified proposer amongst all other proposers. The evaluation results are as follows:

Proposers	Total Scores	Rank
Certified Records Management, LLC	920.00	1
Laguna Vault	853.66	2
GRM Information Management Services, Inc	705.67	3
Officemotive, Inc.	461.67	4

The City commenced negotiations with Certified Records Management, LLC, on July 22, 2024. Following discussions, an agreement finalizing pricing and terms were settled on July 26, 2024. Certified Records Management, LLC, confirmed to maintain all pricing and services in accordance with the RFP 2374 for five years.

Purchasing Resolution 24101, Section 508. Awards. Contracts for Professional Services procured through Formal Procurement shall be awarded by the Awarding Entity to the Lowest Responsive and Responsible Bidder, except that: (d) Contracts for Professional Services procured through Formal Procurement shall be awarded by the City Council.

The Purchasing Manager concurs that the recommended actions comply with Purchasing Resolution No. 24101, Sections 508(d).

STRATEGIC PLAN ALIGNMENT:

The agreement with Certified Records Management, LLC, for records off-site storage, retrieval, and destruction services contributes to Strategic Priority No. 5 - *High Performing Government* and Goal No. 5.2 - Utilize technology, data, and process improvement strategies to increase efficiencies, guide decision making, and ensure services are accessible and distributed equitably throughout all geographic areas of the City.

This item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – The proper storage of records and destruction services in compliance with the Retention Schedule promotes transparency and ensures the City can access records responsive to public records requests resulting in greater public good by building public trust.
2. **Equity** – The City’s records are accessible to all community members upon request and benefits the diverse populations of the City.
3. **Fiscal Responsibility** – This procurement was publicly bid and the best price, terms, and conditions were negotiated for responsible management of City financial resources while ensuring continued quality public services to all stakeholders.
4. **Innovation** – The agreement provides continued off-site records storage with an online database of inventory for quick access and retrieval.
5. **Sustainability & Resiliency** - The off-site records storage ensures the City’s historical documents are preserved and accessible as needed and the destruction of records in

accordance with the City's retention schedule reduces the costs of storage.

FISCAL IMPACT:

The proposed Agreement provides that services under the five-year term are not-to-exceed \$60,000 annually, or \$300,000 for the five-year term of the agreement. An unrelated purchase order that was issued for consultant retention services was budgeted in FY 2023/24; however, the purchase order was issued in the new fiscal year, unexpectedly utilizing current year budget. A carryover request for unused Records Management funds from FY 2023/24 will be included in the carryover requests presented to the Council in December 2024 for approval. Upon approval of the carryover request, there will be sufficient funding in the General Fund, City Clerk Records Management, Professional Services Account 12100000-421000 for this contract. Appropriations for future fiscal years will be included in the next budget cycle that will be presented to the City Council for approval.

Prepared by: Eva Arseo, Assistant City Clerk
Approved by: Donesia Gause, City Clerk
Certified as to
availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by: Edward Enriquez, Assistant City Manager/Chief Financial
Officer/Treasurer
Approved as to form: Phaedra A. Norton, City Attorney

Attachments:

1. Services Agreement
2. RFP Award Recommendation