

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: ALAN ALTON, CHIEF FINANCIAL OFFICER
SUBJECT: RATIFICATION OF BLANKET PURCHASE ORDERS 149478 AND
171685, AND APPROVAL OF A FIVE-YEAR EXTENSION OF
BLANKET PURCHASE ORDER 171685 WITH INCREASE IN
COMPENSATION FOR RECORDS MANAGEMENT SERVICES

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Finance Department that the Council, by resolution: 1) ratify Blanket Purchase Order (BPO) 149478, and associated payments, in the amount of \$99,000; 2) ratify BPO 171685, issued on March 27, 2024, and associated payments, in the amount of \$49,000; 3) combine BPO 149478 with BPO 171685; and 4) approve the extension of BPO 171685 for a five year period, and increase compensation in the amount of \$130,000, for records management services with Corodata Records Management, Inc., Poway, California, for a total combined amount not to exceed \$278,000.

EXECUTIVE SUMMARY

The City has an ongoing need for long term off-site document record storage and records management services, including records pickup and delivery, storage and retention, imaging, and destruction of documents for all City departments. BPO 171685 for this service expires on March 26, 2025.

BACKGROUND

On December 18, 2015, the Purchasing Agent approved the award of Request for Proposal (RFP) 15-08 and issuance of BPO 149478 with modified Purchase Order Terms and Conditions for a period of five years in the amount of \$50,000, with three (3) five-year renewal options not to exceed a total of 20 years.

On March 20, 2020, the City Manager approved a four-year extension to BPO 149478 with no change to current pricing, in the amount of \$49,000.

On March 27, 2024, the Purchasing Agent issued a new BPO 171685 for a one-year extension with no change to the original terms and conditions and added compensation in the amount of \$49,000.

RATIFICATION OF BLANKET PURCHASE ORDER 149478 AND ISSUANCE OF
BLANKET PURCHASE ORDER 171685, AND FIVE-YEAR EXTENSION OF BLANKET
PURCHASE ORDER 171685 AND INCREASE IN COMPENSATION FOR RECORDS
MANAGEMENT SERVICES
PAGE 2 OF 3

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

Ratification is necessary because the original award for BPO 149478 was approved by the Purchasing Agent in December 2015 for a five-year period, which was then extended by the City Manager in March 2020 for an additional four years, with a total not to exceed amount of \$99,000. BPO 149478 was then closed on March 3, 2024. Subsequently, on March 27, 2024, the Purchasing Agent issued a new BPO 171685 for a one-year term with a value of \$49,000. However, the one-year extension under BPO 171685 should have been processed under the original BPO 149478 award, which would have increased the total not to exceed amount to \$148,000 and required Council approval.

BPO 171685 is now the reference record for this ongoing service, and staff is requesting approval to exercise a five-year extension option, extending the term through March 30, 2030, in the amount of \$130,000. This would result in a combined total for both BPO 149478 and BPO 171685 of \$278,000.

Staff received a five-year extension proposal from the vendor with a request to increase services 3% per year, with the ability to review and discuss future potential yearly increase if the CPI exceeds 6%. There is no increase on storage and retention price. Staff has deemed this response as fair and reasonable as there have been no increases to pricing for the last 10 years of this service. This request is the second extension option.

The average spend for the last year is \$25,000 per year, the increase for total award of extension takes into account the yearly increase of 3% over the next five years and is dependent on volume of storage and services.

The impact of not extending this service would be detrimental as there is a high volume of documents that are being stored and would affect the record management for City Clerk and the City would be out of compliance with local, state, and federal code regulation retention requirements.

FISCAL IMPACT

Funds for this expense are included in the Fiscal Year 2024-25 adopted budget within various Departments, and, as a regular expenditure, will be included in subsequent years' budget requests when presented to the City Council.

RATIFICATION OF BLANKET PURCHASE ORDER 149478 AND ISSUANCE OF
BLANKET PURCHASE ORDER 171685, AND FIVE-YEAR EXTENSION OF BLANKET
PURCHASE ORDER 171685 AND INCREASE IN COMPENSATION FOR RECORDS
MANAGEMENT SERVICES
PAGE 3 OF 3

ENVIRONMENTAL IMPACT

The Council finds that pursuant to CEQA Guidelines Section 15378, the proposed action is not a “project” subject to the California Environmental Quality Act (CEQA) because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. In the alternative, the proposed action is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility that the project may have a significant effect on the environment.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution / Exhibit A – Price Schedule 2025

PRESENTER

Jennifer Myles, Purchasing Agent