

RESOLUTION NO. RES-2025-045

RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA RATIFYING BLANKET PURCHASE ORDERS 149478 AND 171685 AND ASSOCIATED PAYMENTS, COMBINING BLANKET PURCHASE ORDERS 149478 AND 171685, AND APPROVING A FIVE-YEAR EXTENSION OF BLANKET PURCHASE ORDER 171685, AND INCREASING COMPENSATION IN THE AMOUNT OF \$130,000, FOR A TOTAL COMBINED AMOUNT NOT TO EXCEED \$278,000 TO CORODATA RECORDS MANAGEMENT, INC.

WHEREAS, on December 18, 2015, the Purchasing Agent completed Request for Proposal 15-08 and approved a five-year Blanket Purchase Order (BPO) 149478 with three (3) five-year renewal options in the amount not to exceed \$50,000; and

WHEREAS, on March 20, 2020, upon Purchasing Agent request, City Manager approved a four-year extension to BPO 149478 in the amount not to exceed \$49,000; and

WHEREAS, on March 23, 2024, BPO 149478 was closed; and

WHEREAS, on March 27, 2024, the Purchasing Agent issued and approved BPO 171685 for a one-year extension for continuance of services moving the cumulative totals that were originally under BPO 149478 in the amount of \$49,000; and

WHEREAS, purchasing staff received a five-year extension proposal with a 3% per year increase on services and the ability to review potential increases yearly should the CPI exceed 6%, with no change on storage and retention current rates, in the amount of \$130,000 and

WHEREAS, the one-year extension under BPO 171685 was erroneously processed under a separate new BPO and should have been processed under the original BPO 149478 award;

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Santa Rosa ratifies BPOs 149478 and 171685 and associated payments, and authorizes combing the BPOs with the primary service now provided under BPO 171685.

BE IT FURTHER RESOLVED that the Council approves a five-year extension to BPO 171685 for records management services with Corodata Records Management, Inc., Poway, CA, in the amount of \$130,000, for a total amount not to exceed of \$278,000.

IN COUNCIL DULY PASSED this 1st day of April, 2025.

AYES: (6) Mayor Stapp, Vice Mayor Alvarez, Council Members Bañuelos, Fleming, MacDonald, Okrepkie

NOES: (0)

ABSENT: (1) Council Member Rogers

ABSTAIN: (0)

RECUSE: (0)

ATTEST: \_\_\_\_\_ APPROVED: \_\_\_\_\_  
City Clerk Mayor

APPROVED AS TO FORM: \_\_\_\_\_  
Assistant City Attorney

Exhibit A – Price Schedule 2025