



Office of the City Manager

CONSENT CALENDAR  
January 21, 2025

To: Honorable Mayor and Members of the City Council  
From: Paul Buddenhagen, City Manager  
Submitted by: Mark Numainville, City Clerk  
Subject: Contract with Records Xpress of California, LLC dba Access Information Management for Offsite Records Management Services

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute a new contract with Records Xpress of California, LLC. Db a Access Information Management for off-site record management services. The new contract is for a five-year period beginning December 1, 2024 through November 30, 2029, for a total contract amount not to exceed \$330,000.

FISCAL IMPACTS OF RECOMMENDATION

Funding for the contract will be available in the City Clerk's Department Fiscal Year 2025 General Fund and have been allocated in budget code 011-32-313-000-0000-000-411-625110. There are adequate funds in the account to cover estimated costs for the remainder of FY 2025. Allocations of funds for subsequent years will be subject to adoption of the biennial budget for the respective fiscal year(s).

CURRENT SITUATION AND ITS EFFECTS

The City requires continued services for secure, climate-controlled off-site storage of over 14,000 boxes of physical records. The services also include weekly pickup and delivery, shredding destruction services, and computer-based records tracking.

BACKGROUND

The City originally contracted with this vendor in 2007. Prior to the conclusion of the first five-year contract, the City released RFP Specification No. 17-11080-C for Records Management Services to survey the marketplace and determine if there were better services and pricing available. A panel of City staff performed a review of the submitted proposals and selected Access based on their ability to best meet the selection criteria. This included technical ability, security of records, references, customer services, adherence to 36 CFR 1234 storage compliance checklist, and proposed costs. The Access proposal addressed all of the criteria and the panel found them to be qualified and the best selection for the City contract executed in 2013.

The most recent contract was executed on October 1, 2018 with a term that ended on May 31, 2023. Per the conditions of the contract, the City Manager extended the term of the contract to May 31, 2025. The City's Department of Finance has recommended entering into a new contract with Access rather than amending the previous contract. The recommendation is based on the need for updating contract language, aligning the contract with the latest financial system requirements, and obtaining a new contract number. The vendor has been providing satisfactory services since 2013, and a recent review process has reaffirmed their capability and competitive pricing.

#### ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects, climate impacts, or sustainability opportunities associated with the subject of this report.

#### RATIONALE FOR RECOMMENDATION

For over 15 years, Access has provided the City with a high level of customer service and competitive pricing. After conducting an extensive RFP in 2017 and reviewing five responses from storage vendors, the City has decided it's advantageous to continue the existing contract to continue using Access Information Management for records storage.

#### ALTERNATIVE ACTIONS CONSIDERED

No alternative action needs to be considered at this time.

#### CONTACT PERSON

Mark Numainville, City Clerk, City Clerk Department, 981-6909

Attachment:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT: RECORD XPRESS OF CALIFORNIA, LLC D/B/A ACCESS  
MANAGEMENT FOR OFFSITE RECORDS MANAGEMENT AND STORAGE

WHEREAS, the City Clerk Department is responsible for administration for the citywide Records Management Program, which included storage of records at an offsite Records Center; and

WHEREAS, in 2007 and 2013, the City issued Requests for Proposals for Records Management Services and Access Information Management submitted proposals in response to both RFPs, which were evaluated and determined to be responsive in meeting all aspects of the scope of the work and selection criteria and best selection for this contract; and

WHEREAS, Access. continues to provide the City with a high level of customer service and competitive pricing; and

WHEREAS, funds totaling \$330,000 for this contract have been allocated in the General Fund, budget code 011-32-313-000-0000-000-411-625110.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to execute a contract with Record Xpress of California, LLC dba Access Information Management for Offsite Record Storage Management and related services, for a total contract amount not to exceed \$330,000 from December 1, 2024 to November 30, 2029.

