

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of February 23, 2010**

ITEM # 10

**ITEM TITLE:**

Consider Approval of Amendment Number Three to the Contract for Off-Site Storage of PCCD Records and Files with Access Information Management (formerly Records Preservation & Management)

**SPECIFIC BOARD ACTION REQUESTED:**

Approval is requested for Amendment Number Three to the contract for off-site storage of PCCD records and files with Access Information Management. The amendment will extend the contract for a two-year term at a not-to-exceed amount of \$25,000 per year, for a not-to-exceed total of \$50,000.

**ITEM SUMMARY:**

The original contract for off-site storage of District files was awarded to Records Preservations & Management at the Board meeting of November 28, 2006, after a formal Request for Proposal process was conducted. The original contract term was from February 15, 2007 to February 14, 2008, at a not-to-exceed cost of \$75,000, based on the cubic feet. Under the terms of the agreement, the contract was extended for two one-year periods, ending February 14, 2010 (Amendments One and Two). The actual cost has been lower than anticipated, ranging from \$1,200 to \$1,400 per month.

The vendor was recently purchased by Record Express LLC and is doing business as Access Information Management. Based on satisfactory performance by the vendor, the District recommends an extension of the contract for two additional years under the terms and conditions of the original contract. A two-year extension is allowed under Ed Code section 17596, "Continuing contracts for work to be done, services to be performed, or for apparatus or equipment to be furnished, sold, built, installed, or repaired for the district, or for materials or supplies to be furnished or sold to the district may be made with an accepted vendor as follows: for work or services, or for apparatus or equipment, not to exceed five years; for materials or supplied, not to exceed three years." The cumulative contract term will not extend beyond five years.

Under the extension, all pricing will remain the same at the rate indicated in the original contract, but the rate will be calculated at cost per cubic foot instead of cost per box. The amendment will also change the name of the vendor from Records Preservations & Management to Access Information Management.

**BACKGROUND/ANALYSIS:**

Including this amendment, the total estimated contract amount is \$275,000 for a five-year period, although the actual cost for the past three years has been approximately \$70,000. The \$275,000 amount was based on anticipated storage needs, but the actual storage needs have reduced significantly.

**ALTERNATIVES/OPTIONS:**

Not applicable.

**EVALUATION AND RECOMMENDED ACTION:**

Approval is recommended for Amendment Number Three to the contract for off-site storage of PCCD records and files with Access Information Management. The amendment will extend the contract for a two-year term at a not-to-exceed amount of \$25,000 per year, for a not-to-exceed total of \$50,000.

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):**

District General Funds.

**OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):**

YES \_\_\_\_\_ No  X

**COMMENTS:**

All Board recommended contracts are subject to negotiation and execution by the Chancellor.

**WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?**

Vice Chancellor Ikharo

**DID A BOARD STANDING COMMITTEE RECOMMEND THE ITEM?** YES \_\_\_\_\_ No  X

**IF "YES", PLEASE INCLUDE THAT INFORMATION IN YOUR SUMMARY.**

**PLEASE ACQUIRE SIGNATURES IN THIS ORDER:**

**DOCUMENT PREPARED BY:**

Prepared by: Sadiq B. Ikharo Date: 2-16-10  
Dr. Sadiq B. Ikharo  
Vice Chancellor for General Services

**DOCUMENT PRESENTED BY:**

Sadiq B. Ikharo Date: 2-16-10  
Dr. Sadiq B. Ikharo  
Vice Chancellor for General Services

**FINANCE DEPARTMENT REVIEW**

Finance review required  Finance review *not* required  
If Finance review is required, determination is:  Approved  Not Approved  
If not approved, please give reason: \_\_\_\_\_  
Signature: [Signature] Date: 2/17/10  
For Finance and Administration

**GENERAL COUNSEL (Legality and Format/adherence to Education Codes):**

Legal review required  Legal review *not* required  
If Legal review is required, determination is:  Approved  Not Approved  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Thuy T. Nguyen, General Counsel

**CHANCELLOR'S OFFICE APPROVAL**

Approved, and Place on Agenda  Not Approved, but Place on Agenda  
Signature: [Signature] Date: 2-17-10  
Elihu Harris, Chancellor



Information Management

## PERALTA COMMUNITY COLLEGE DISTRICT SERVICE RATE LIST

### RECORD CENTER STORAGE

Container Storage - Per Cubic Ft.	\$	0.18
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### RECORD CENTER SERVICES

Add New Container	\$	1.67
Add New File - Per File	\$	2.10
Retrieve / Shelve Container	\$	1.67
Retrieve Container (Priority Surcharge)	\$	2.92
Retrieve / Refile File - Per File	\$	2.50
Retrieve File from Container (Priority Surcharge) - Per File	\$	3.34
Inter-File Document - Per File	\$	6.00
File Tracking - Per File	\$	0.20
File Not Found - Per File	\$	4.00
Permanent Removal	\$	-
Destruction - Certified Shred	\$	3.75

### TRANSPORTATION SERVICES

<b>STANDARD Delivery or Pick Up - Base Rate within the East Bay - includes 2 items</b>	\$	7.50
Container	\$	1.67
Per File	\$	2.10
<i>Orders placed prior to 3:00pm will be delivered by 5:00pm the next business day.</i>		
<b>SAME DAY Delivery or Pick Up (Priority Surcharge)</b>	\$	10.00
<i>Orders placed prior to 9:00am will be delivered by 5:00pm the same business day.</i>		
<b>RUSH Delivery or Pick Up (Priority Surcharge)</b>	\$	45.00
<i>Orders placed from 8:00am to 2:00pm on business days will be delivered within 3 hours from the requested time.</i>		
<b>EMERGENCY Delivery or Pick Up (Priority Surcharge)</b>	\$	125.00
<i>Orders placed after hrs or for delivery after hours.</i>		

### ADDITIONAL ITEMS - SERVICES

Access Storage Containers (10"x12"x15")	\$	2.25
Container Re-boxing (Plus Cost of New Container)	\$	2.50
Index File/Container information (Per Field)	\$	0.35
Dock Access	\$	1.00
Transportation - Wait Time (Minimum 1/4 Hour)	\$15/ Quarter Hr.	
Standard Barcode Labels	No Charge	
Project or Staffing Labor (Per Hour)	\$	35.00
Photo Copy (Per Page)	\$	0.25
Facsimile (Per Page)	\$	0.15
Digital Imaging / Scanning	Per Quote	
Scan-on-Demand	Per Quote	
Shipping	Cost + 30%	
Access Online (Web-based Inventory Management)	No Charge	
System Reports - Standard	No Charge	
Electronic Inventory / Invoice	No Charge	

\* Storage charges are billed in advance, services billed in arrears.

\* Actual storage charges billed will be based on the number of days in the month.

\* All storage, services and transportation billed per Cubic Foot unless otherwise noted.

\* Individual Service Items will be combined for workorder transactions, and invoiced independently.

\* Any services not quoted will be charged at the standard rates which are available upon request.