

LISTING OF PROPOSERS

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**FOR: REQUEST FOR PROPOSALS FOR REQUIREMENTS CONTRACT FOR CITYWIDE
DOCUMENT STORAGE AND SHREDDING SERVICES**

RFP No. 9668

RFP Opening: 11/14/2023

PROPOSERS

(In alphabetical order)

1. Pacific Storage Company
5661 N. Golden State Blvd, Ste 104
Fresno, Ca. 93722

Each proposer has agreed to allow the City one hundred and twenty (120) days from date proposals were opened to accept or reject their proposal.

DEPARTMENT CONCLUSIONS AND RECOMMENDATION:

☒ Award a contract in the amount of \$125,000 per year
to Pacific Storage Company
in accordance with the Selection Committee recommendation.

☐ Reject all proposals. Reason:

Remarks:

Department Head Approval

DocuSigned by:
Brian Barr
99B07275D7AD479...

Title Director

Date 2/6/2024

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☒ Approve Dept. Recommendation

☒ Approve GSD/Purchasing Recommendation

☐ Disapprove

☐ Disapprove

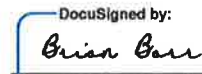
☐ See Attachment

GENERAL SERVICES DEPARTMENT

CITY MANAGER


Purchasing Manager 02/06/2024
Date


City Manager or Designee 2/7/24
Date

DocuSigned by:

General Services Director 2/6/2024
Date

REPORT FROM EVALUATION COMMITTEE
REQUEST FOR PROPOSALS FOR REQUIREMENTS CONTRACTS FOR CITYWIDE
DOCUMENT STORAGE AND SHREDDING SERVICES

RFP NO. 9668

COMMITTEE MEMBERS:

Tina Your - Records Supervisor, City Clerk's Office

Dyan Ayala - Procurement Specialist, Purchasing Division

Rosemary Hernandez - Accountant-Auditor II, Police Department

Evelyn Yin-Zepeda - Management Analyst II, Fire Department

FACILITATOR:

Tamra Torrence - Senior Procurement Specialist, Purchasing Division

BACKGROUND:

The City of Fresno solicited proposals from qualified vendors to provide citywide document storage and shredding services. This request is for a two (2) year contract with three (3) possible one-year extensions. One vendor, Pacific Storage Company, submitted a proposal prior to the deadline.

SIGNIFICANT EVENTS:

RFP Release: October 13, 2023

Opening: November 14, 2023

Committee Evaluation: December 1, 2023

EVALUATION COMMITTEE:

The Committee evaluated the proposal received based on the criteria listed in the Request for Proposals, which included:

- 1) Cost as shown on the proposal form
- 2) Ability to meet the stated service requirements
- 3) Past Performance and Experience based on References and experience shown on "Statement of Qualifications and Experience"
- 4) Conformance to the terms and conditions of the RFP
- 5) Financial Stability based on information provided in the Statement of Qualifications
- 6) Other related information provided.

PACIFIC STORAGE COMPANY

Pacific Storage Company submitted a proposal with pricing the committee agreed was lower pricing than what the City is currently paying various other vendors for the same services. The per tote pricing on 65- and 95-gallon totes is significantly lower than current costs. The City currently uses different companies for shredding and document storage across all City departments, and Pacific Storage Company is one of them. The Committee members discussed past experiences with Pacific Storage Company, and all had positive experiences. Pacific Storage Company is a local business as defined in the Fresno Municipal Code and has been in business for 168 years. Additionally, they have worked with the City for several years.

SUMMARY RECOMMENDATION

The committee unanimously agreed that Pacific Storage Company would be the best fit and value for the City. The committee recommends that Council approve the award to Pacific Storage Company for a two (2) year contract for \$125,000 per year plus annual CPI adjustments with three (3) possible one (1) year extensions at the City's discretion based upon performance and adherence to contract requirements.