



Legislation Details (With Text)

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Title: Approve the award of a citywide requirements contract to Pacific Storage Company of Fresno, California for two years with three optional one-year extensions for document storage and shredding services in an amount not to exceed \$125,000 per year plus annual CPI increases (Bid File 9668)

Sponsors: General Services Department

Indexes:

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Attachments: 1. 24-324 Bid Evaluation, 2. 24-324 Committee Report

Date	Ver.	Action By	Action	Result
3/21/2024	1	City Council	ADOPTED	Pass

REPORT TO THE CITY COUNCIL

FROM: BRIAN BARR, Director
General Services Department

BY: MELISSA PERALES, Purchasing Manager
General Services Department, Purchasing Division

SUBJECT

Approve the award of a citywide requirements contract to Pacific Storage Company of Fresno, California for two years with three optional one-year extensions for document storage and shredding services in an amount not to exceed \$125,000 per year plus annual CPI increases (Bid File 9668)

RECOMMENDATION

Staff recommends Council approve the award of a citywide requirements contract to Pacific Storage Company of Fresno, California for two years with three optional one-year extensions for document storage and shredding services in an amount not to exceed \$125,000 per year plus annual CPI increases.

EXECUTIVE SUMMARY

The General Services Department, Purchasing Division, solicited proposals through the Request for Proposals (RFP) process for document storage and shredding services. Several departments at locations throughout the City utilize document storage and shredding services, justifying the formation of a citywide agreement.

BACKGROUND

The General Services Department, Purchasing Division, is responsible for administering the citywide agreement for document storage and shredding services. The Request for Proposals was advertised in the Business Journal and published on PlanetBids on October 13, 2023. Subsequently, the RFP documents were downloaded by 10 potential proposers and 4 exchanges. One proposal was received from Pacific Storage Company by the November 14, 2023, deadline.

To evaluate the proposal, an Evaluation Committee was created. The Committee was made up of staff from the City Clerk's Office, Police Department, Fire Department, and Purchasing Division. Committee members evaluated the proposal on criteria set forth in the specifications.

Currently, City departments are utilizing various vendors for these services, including Pacific Storage Company and Iron Mountain. As an example, the Clerk's office utilizes Iron Mountain for offsite storage of permanent records (i.e., Ordinances, Resolutions, etc.). Additionally, the Planning & Development Department uses an offsite storage facility to store plans and Microfiche. Pacific Storage Company proposed pricing that is lower than what the City is currently paying all vendors for the same services. They also maintain a California Law Enforcement Telecommunications System (CLETS) certification, which is a Department of Justice requirement for shredding documents for the Police Department. The Committee unanimously agreed that Pacific Storage Company would provide the best value, meet the City's needs, and recommends Council approve the award.

The City Attorney has reviewed and approved the contract to form.

ENVIRONMENTAL FINDINGS

By the definition provided in the California Environmental Quality Act (CEQA) Guidelines Section 15378, the award of this contract does not qualify as a "project" as defined by CEQA

LOCAL PREFERENCE

Local preference was considered during the evaluation. Pacific Storage Company is a local business as defined in the Fresno Municipal Code.

FISCAL IMPACT

The funding has been included in each departments' line-item budget as part of the FY2024 adopted budget to cover the cost of document storage and shredding services.

Services utilizing this contract cannot be fulfilled using any federal funds if prohibited by the funding source.

Attachments:
Bid Evaluation
Committee Report