



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: July 12, 2016

Subject: Approve Contract #26-539-4 with RecordXpress of California, LLC

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County, Contract #26-539-4 with RecordXpress of California, LLC, in an amount not to exceed \$1,440,000, to provide off-site storage, retrieval, destruction and management of documents and records for Contra Costa Regional Medical Center (CCRMC) and other designated Health Services Department Divisions for the period from August 1, 2016 through June 30, 2019.

FISCAL IMPACT:

This Contract is funded 100% by Hospital Enterprise Fund I. (Rate increase)

BACKGROUND:

Contra Costa County Health Services Department requires document storage and management services for patient medical records and other Department documents. Contractor provides 24 hours per day, 7 days per week pick-up and retrieval services, management of the storage process, retrieval, and re-file of all hard-copy and radiological records, as well as secured destruction of records held in storage.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **07/12/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: Candace Andersen, District II
Supervisor
Mary N. Piepho, District III
Supervisor
Karen Mitchoff, District IV
Supervisor
Federal D. Glover, District V
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: July 12, 2016

David Twa, County Administrator and Clerk of the Board of Supervisors

ABSENT: John Gioia, District I
Supervisor

By: Chris Heck, Deputy

Contact: Anna Roth, 370-5101

On

BACKGROUND: (CONT'D)

September 17, 2013, the Board of Supervisors approved Contract #26-539-3 with RecordXpress of California, LLC for the provision of off-site storage, retrieval, destruction and document management for services for CCRMC and other Health Services Divisions, for the period from August 1, 2013 through July 31, 2016. This Contract includes modifications to County's standard General Conditions and Indemnification language.

Approval of Contract #26-539-4 will allow Contractor to continue providing document storage and management services through June 30, 2019.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, County's Health Services Department will not have access to document storage and retrieval services, including patient records.

CHILDREN'S IMPACT STATEMENT:

Not applicable.