SLAT OF

Contra Costa County

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: March 20, 2018

Subject: Contract with Metropolitan Van and Storage

### **RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Metropolitan Van and Storage, Inc., in an amount not to exceed \$700,000 to provide archival records storage, and office furniture and equipment storage, for the period February 1, 2018 through January 31, 2020.

### **FISCAL IMPACT:**

This contract will increase expenditures by up to \$700,000, and will be paid out of Administrative Overhead (10% County, 48% State, 42% Federal).

### **BACKGROUND:**

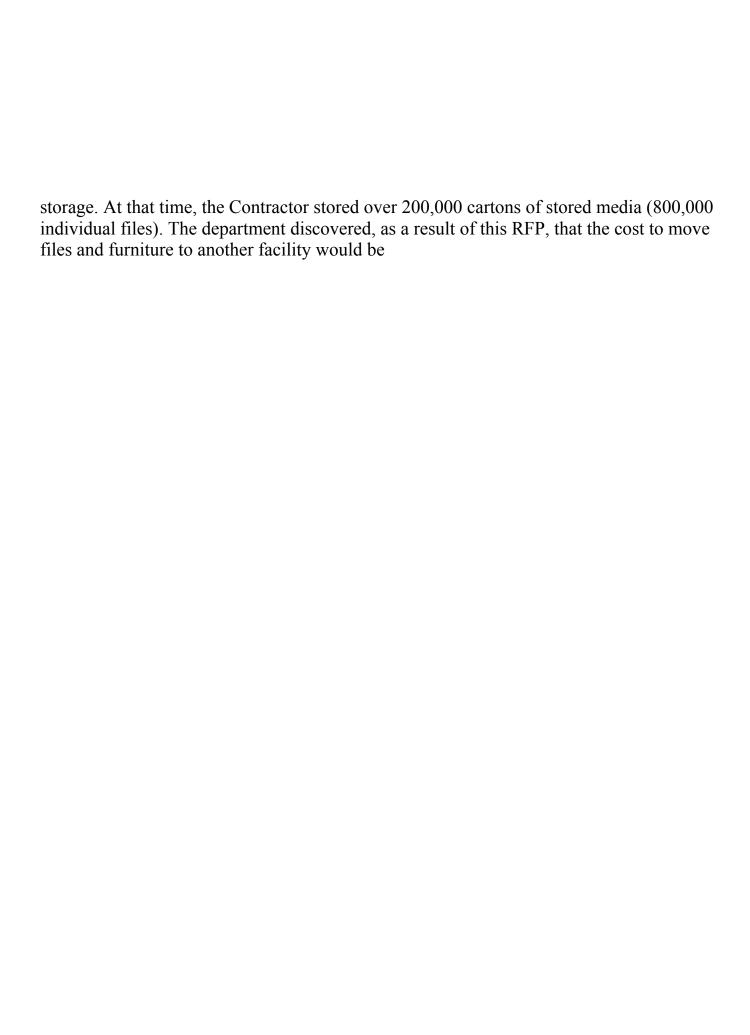
Contractor has been providing archival records storage and furniture storage services to the Employment and Human Services Department (EHSD) for a number of years. Contractor stores, retrieves, and maintains EHSD files. Contractor also provides storage space for office furniture and equipment. Contractor continues to provide services in an acceptable manner.

In 2009, EHSD issued a Request for Proposal (RFP) for archival records and furniture

<b>✓</b> APPROVE	OTHER
▼ RECOMMENDATION OF CNTY ADMINISTRATOR	
Action of Board On: 03/20/2018 APPROVED AS RECOMMENDED OTHER	
Clerks Notes:	
VOTE OF SUPERVISORS	
AYE: John Gioia, District I Supervisor	
Candace Andersen, District II 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.
Diane Burgis, District III	
Supervisor	ATTESTED: March 20, 2018
Karen Mitchoff, District IV Supervisor	David Twa, County Administrator and Clerk of the Board of Supervisors
Federal D. Glover, District V Supervisor	By: June McHuen, Deputy
Contact: V. Kaplan, (925)	— y, — - <b>F</b> y

cc:

608-4963



## BACKGROUND: (CONT'D)

cost prohibitive including such costs as a fee of \$3.00 per box to pull cartons (approximately \$600,000), stocking fees of new contract, and charges of new contractor to enter inventory into a computer system. EHSD determined that for the immediate future, it will be more cost effective to continue with the current contractor.

# **CONSEQUENCE OF NEGATIVE ACTION:**

EHSD will be unable to maintain archival records.