



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: May 7, 2019

Subject: Extension #26-539-5 with RecordXpress of California, LLC

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Extension Agreement #26-539-5 with RecordXpress of California, LLC, a limited liability company, effective June 1, 2019, to extend the termination date from June 30, 2019 to June 30, 2020 with no change in the original payment limit of \$1,440,000, to continue 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.

FISCAL IMPACT:

This Amendment is funded 100% by Hospital Enterprise Fund I. (No rate increase)

BACKGROUND:

On July 12, 2016, the Board of Supervisors approved Contract #26-539-4, with RecordXpress of California, LLC, to provide off-site storage, retrieval, destruction and management of documents and records for CCRMC and other designated Health Services Department Divisions, for the period from August 1, 2016 through June 30, 2019.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **05/07/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, 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: May 7, 2019

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

By: Laura Cassell, Deputy

Contact: Jaspreet Benepal,
925-370-5101

BACKGROUND: (CONT'D)

Approval of Contract Extension Agreement #26-539-5 will allow the Contractor to continue providing document storage and management services through June 30, 2020.

CONSEQUENCE OF NEGATIVE ACTION:

If this extension is not approved, Contractor will not continue to provide document storage and management services.