



**Contra  
Costa  
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: October 13, 2020

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, 2020 through January 31, 2022.

**FISCAL IMPACT:**

This contract will increase expenditures by up to \$700,000, and will be paid out of Administrative Overhead (5% County, 51% State, 44% 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. Contract 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

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/13/2020** ☒ 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: October 13, 2020

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

By: Laura Cassell, Deputy

Contact: L. Gonzales,  
608-4968

cc:

storage.

BACKGROUND: (CONT'D)

At that time, the Contractor stored over 200,000 cartons of stored media (80,00 individual files). The department discovered, as a result of this RFP, that the cost to move files and furniture to another facility would be 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 enter into this contract to maintain archival records.