



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 16, 2020

Subject: Contract #26-539-6 with RecordXpress of California, LLC

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute, on behalf of the County Contract #26-539-6 with RecordXpress of California, LLC, a limited liability company, in an amount not to exceed \$900,000, 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 July 1, 2020 through June 30, 2023.

FISCAL IMPACT:

This Contract is funded 100% by Hospital Enterprise Fund I. (No 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 process of storage, 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

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **06/16/2020** ☒ 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: June 16, 2020

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

By: Laura Cassell, Deputy

Contact: Jaspreet Benepal,
925-370-5101

On July 12, 2016, the Board of Supervisors approved Contract #26-539-4 (as amended by Amendment Agreement #26-539-5) with RecordXpress of California, LLC for the provision of off-site storage, retrieval, destruction and document management for services for CCRMC and other Health

BACKGROUND: (CONT'D)

Services Divisions, for the period from August 1, 2016 through June 30, 2020. This Contract includes modifications to County's standard General Conditions and Indemnification language.

Approval of Contract #26-539-6 will allow Contractor to continue providing document storage and management services through June 30, 2023.

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.