



**Contra
Costa
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: January 11, 2022

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 \$745,000 to provide archival records storage and office furniture and equipment storage, for the period February 1, 2022 through January 31, 2024.

FISCAL IMPACT:

This contract will increase expenditures by up to \$745,000 and will be paid out of Administrative Overhead. (60% Federal, 34% State, 6% County)

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. The last Request for Proposal (RFP) for archival records and furniture storage was in 2009.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **01/11/2022** ☒ 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: January 11, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Noppol Keeratiyakul
(925) 608-4961

By: Antonia Welty, Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

EHSD will be unable to enter into this contract to maintain archival records.