



Contra Costa County

To: Board of Supervisors
From: Deborah R. Cooper, Clerk-Recorder
Date: November 29, 2022

Subject: Contract with Pacific Records Storage

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Clerk-Recorder, or designee, to execute a contract including modified indemnification with Pacific Records Storage in an amount not to exceed \$90,000 to provide climate-controlled storage of microfilm records.

FISCAL IMPACT:

The total cost will not exceed \$90,000, and is associated with the Clerk-Recorder's dedicated micrographics and modernization fund. The agreement would have no impact to general fund monies.

BACKGROUND:

The Clerk-Recorder Division first selected Pacific Records Storage in 2018, as they were the least expensive, and most secure climate controlled storage option to accommodate the department's thirteen 2500 lbs. fireproof safes for storage of microfilm records. Pacific Records Storage stored department records in state of the art facilities, utilizes online inventory systems, and provides responsive customer service. The department selected Pacific Records Storage as the best available option for these services through their established track record. Their pricing schedule remains unchanged since the original 2018

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 11/29/2022 ☒ 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: November 29, 2022

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

By: Laura Cassell, Deputy

Contact: 925-335-7997 Tyler Stull

cc:

agreement.

The contract has been approved as to legal form. It differs from the County's standard form in that it limits the contractor's liability to capped rates for losses that result from contractor's negligence and does not require the contractor to provide legal defense for the County.

CONSEQUENCE OF NEGATIVE ACTION:

Should the Board not authorize the recommended action , the Department would need to attempt to identify another local and trustworthy provider for climate controlled storage. Costs and liability associated with relocating stored microfilm to a new vendor could be expensive. There would also be the potential for higher rates charged for services, and/or lower quality of services rendered.