



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Joe Valentine, Employment & Human Services Director  
Date: January 11, 2011

Subject: Amend Contract with Metropolitan Van & Storage

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with Metropolitan Van and Storage, Inc. to increase the payment limit by \$100,000 to a new payment limit of \$450,000 for archival records storage and furniture storage, for the period February 10, 2010 through January 31, 2011.

**FISCAL IMPACT:**

\$450,000: Administrative Overhead (20% County; 40% State; 40% Federal)

**BACKGROUND:**

Metropolitan Van and Storage, Inc., was selected as the sole source provider of needed services. Contractor has been providing archival records storage and furniture storage services to the Employment and Human Services Department (EHSD) via purchase order for a number of years. Previous surveys have found Contractor to be competitively priced, and maintains a clean, safe, and secure facility; and they are very responsive to EHSD needs.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **01/11/2011** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I  
Supervisor  
Gayle B. Uilkema, District  
II Supervisor  
Mary N. Piepho, District III  
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, 2011

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

By: June McHuen, Deputy

Contact: Earl Maciel 3-1648

cc: Earl Maciel

In 2009 EHSD

BACKGROUND: (CONT'D)

issued a Request for Proposal (RFP) for archival records and furniture storage. At that time, Contractor stored over 200,000 cartons of stored media (800,000 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 carton (approximately \$600,000), stocking fees of new contract, and charges of new contractor to enter inventory into computer system. EHSD determined that for the immediate future it will be more cost effective to continue with the current contractor.

This amendment provides funds to cover unanticipated additional usage of Contractor's services.

CONSEQUENCE OF NEGATIVE ACTION:

Contract will be underfunded and County will be unable to pay for authorized services

CHILDREN'S IMPACT STATEMENT:

None