



**Contra
Costa
County**

To: Board of Supervisors
 From: Joe Valentine, Employment & Human Services Director
 Date: January 11, 2011
 Subject: Contract with Metropolitan Van & 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 \$350,000 to provide archival records storage and office furniture and equipment storage for the period February 1, 2011 through January 31, 2012.

FISCAL IMPACT:

\$350,000: 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

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

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

BACKGROUND: (CONT'D)

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.

In 2009 EHSD 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.

CONSEQUENCE OF NEGATIVE ACTION:

The Employment and Human Services Department will be unable to store department records and equipment off site and will incur a tremendous expense to bring items in-house.

CHILDREN'S IMPACT STATEMENT:

none