




Office of the City Manager

CONSENT CALENDAR  
November 6, 2007

To: Honorable Mayor and Members of the City Council  
From:  Phil Kamlarz, City Manager  
Submitted by: Pamyla Means, City Clerk  
Subject: Contract Amendment: Access Information Management, Commercial Records Center Services

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute an amendment to Contract No. 7421 with Access Information Management for commercial records center services to increase the contract amount by not to exceed \$6,000 to bar code City inventory.

FISCAL IMPACTS

Funds for the contract amendment are budgeted in the FY 2008 in General Fund Budget Code 010-2003-410-5010. This additional \$6,000 will bring the total contract amount to not to exceed \$126,000.

CURRENT SITUATION AND ITS EFFECTS

On September 11, 2007, the City Council authorized the City Manager to execute a contract with Access Information Management to provide off site records center services for City of Berkeley records (Resolution 63,804-N.S.).

In order to affect the transfer of City records from the current facility on San Pablo to the Access facility each of the 9,000+ boxes in inventory must be bar coded for tracking, security and accountability measures. This step is not included in the current contract scope of services. It has been determined that City staff is not able to accomplish this and has requested that the bar coding be accomplished by Access Information Management.

Bar coding is essential for tracking and accountability. Databases from both the City and Access will be accessible and verifiable thereby providing accountability and integrity for Berkeley's records retention and disposition. Access Information Management has the personnel and equipment to complete the bar coding in an efficient manner. Costs to complete this task are not to exceed \$6,000.

The records transfer to the Access facility will be completed in December 2007. City Clerk Department staff is coordinating efforts with Access Information Management to complete the transfer.

## BACKGROUND

The Records Management Program covers active files, inactive records, records centers, records disposition, retention schedules, vital records, imaging technology and data processing technology.

Active files are those records that are currently useful in departments and divisions. Inactive records are those records that no longer are needed on a daily basis but must be retained pursuant to the City's Retention Schedule (adopted by Resolution 62,128-N.S.) and State law. Inactive records are generally housed in a records center facility to free up valuable and costly office space.

The City previously was notified that the lease at 6901 San Pablo Avenue for the storage of off-site inactive records (Records Center) would not be extended as the building has been sold. The need to find a new location and the high cost of real estate led staff to issue a Request for Proposals (RFP) for "Commercial Records Center Services". Following review of the eight proposals submitted staff determined that the proposal submitted by Access Information Management System best met the City's needs.

Prior to the building being sold in December 2006, the annual lease payment was \$1.00 per year. The City is currently on a month-to-month rental option at a cost of \$2,000 per month, plus operating costs for a total of \$2,457.33. The City is currently on a month-to-month rental option at a cost of \$2,000 per month, plus operating costs for a total of \$2,457.33. The new Landlord through the University has agreed to a month-to-month rental during the negotiations and relocation to be completed no later than December 2007.

On September 11, 2007 the City Council authorized the City Manager to enter into an agreement with Access Information Management to provide records center services for City of Berkeley records.

There are approximately 9,000 boxes in the current Records Center with an average of 100 new boxes added each month. Outsourcing the Records Center will result in a cost savings of \$10,693.00 per month.

Access Information Management has been providing off-site records storage and retrieval services since 1989. Access is located outside the San Francisco Bay Region earthquake fault and liquefaction zone and the City of Berkeley Building Department presently houses some of its records at this facility. Their records storage center has state-of-the art features that include:

- 36,000 square feet of space
- Seismic stability that exceeds current standards
- Customized in-rack sprinkler systems designed specifically to meet or exceed NFPA 13 standards for fire suppression
- Client web-based system
- Highly secured alarmed facilities monitored 24/7

A goal of the City Clerk Department is to provide access to City records through Berkeley's Records Online. Records Online is a web based search tool that allows a person to search, view, and print documents stored in the City's electronic records repository. Accessing records through Records Online decreases the need to retrieve hard copies of documents from the Records Center thereby resulting in more effective access to public records and better efficiency in allocation of staff.

CONTACT PERSON

Pamyla Means, City Clerk, City Clerk Department, 981-6910

Attachments:

1: Resolution

RESOLUTION NO. -N.S.

CONTRACT NO. 7421 AMENDMENT: ACCESS INFORMATION MANAGEMENT FOR RECORDS CENTER SERVICES

WHEREAS, on September 11, 2007 the City Council authorized the City Manager to enter into a contract with Access Information Management for the relocation of City records to an off site facility; and

WHEREAS, prior to the transfer of records it is necessary to bar code each box to provide an efficient means of tracking, security and accountability; and

WHEREAS, bar coding is not a part of the existing scope of services and it has been determined that this can not be accomplished by City staff; and

WHEREAS, the City desires the services of Access Information Management to complete the bar coding of record boxes; and

WHEREAS, funds are available in the current year budget in the general fund, budget code 010-2003-410-5010. The costs to perform the bar coding are not to exceed \$6,000 bringing the total contract amount to not to exceed \$126,000.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute an amendment to Contract No. 7421 with Access Information Management for on-going Records Center Services to complete bar coding of city records to be transferred to the Access facility. A record signature copy of said contract and any amendments to be on file in the Office of the City Clerk.