



July 2, 2009

Honorable Board of Supervisors
County of Alameda
1221 Oak Street, Suite 536
Oakland, California 94612-4305

Dear Board Members:

SUBJECT: EXTEND THE CONTRACT WITH GRM INFORMATION
MANAGEMENT SYSTEMS, LLC, FOR RECORDS RETENTION,
STORAGE, AND DESTRUCTION SERVICES, REQUEST FOR
PROPOSAL (RFP) NO. 10016/AF/02

RECOMMENDATION:

Authorize the Purchasing Agent to negotiate and sign the fourth amendment to extend Master Contract No. 900426, Procurement Contract No. 1144, with GRM Information Management Services, LLC (Greg Cumiskey, President), Fremont, CA, to provide records retention, storage, and destruction services. The term of this contract extension shall be for one year, beginning on August 1, 2009 through July 31, 2010. No increase to the contract amount of \$3,712,987 is required for the one-year contract extension.

DISCUSSION/SUMMARY:

On October 22, 2002, File No. 17365, Item No. 14, your Board authorized the Purchasing Agent to enter into a five-year contract, with an option to extend for up to an additional five years, with GRM Information Management Services, LLC (GRM), formerly Simmba Systems LLC, to provide Countywide records retention, storage of approximately 133,000 boxes, and destruction services.

On February 5, 2008, File No. 23063, Item No. 34, your Board authorized the Purchasing Agent to extend the contract for six months in order to allow continuity of services and for GSA to conduct an analysis that would determine if an extension or a rebid would provide the County with the best value. After thorough analysis was performed by GSA-Purchasing, it was determined that extending the contract with GRM would provide the best value and on July 22, 2008, File No. 23801, Item No. 114, your Board authorized the Purchasing Agent to extend the contract for one year.

GRM has continued to maintain a high level of service during the contract term and has agreed to maintain their pricing, originally submitted in January of 2003, throughout the life of their contract with the County. GRM has submitted documents for a SLEB subcontractor in order to meet County SLEB requirements

SELECTION CRITERIA/PROCESS:

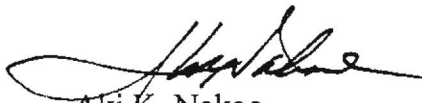
GSA-Purchasing worked with County departments to issue a Request for Proposal (RFP) that resulted in five responses. Representatives from the Auditor-Controller Agency, Social Services Agency, Superior Court, Public Defender, and GSA-Purchasing evaluated the proposals and invited the top three ranking vendors for the oral interviews. GRM was ranked as the highest responsible bidder and had satisfactory references.

GRM was a certified Small, Local and Emerging Business (SLEB) at the time of award, but was subsequently decertified by OAP when an increase in revenue put them outside of their SLEB classification of "Small". GRM will subcontract with Snelling Staffing Services, a certified SLEB, for a minimum of 20% of the contract value. Snelling will provide staffing for various aspects of GRM's business needs including janitorial, maintenance, building repairs, and security services.

FUNDING:

Each department pays for the record retention services that it requires. Funding for these expenses has been included in departmental FY 2009/2010 budgets and will be requested in future budget years. No additional appropriations are required and there will be no increase to net County cost.

Respectfully submitted,



Aki K. Nakao
Director, General Services Agency

Attachment

AKN:KS:mp:Board Letters\Purchasing\FY 2009-10\Records Retention Storage and Destruction Svcs (GRM Information Management Systems)

cc: Susan S. Muranishi, County Administrator
Patrick J. O'Connell, Auditor-Controller
Richard E. Winnie, County Counsel

RECORDS RETENTION, STORAGE, AND DESTRUCTION SERVICES
August 1, 2009 – July 31, 2010

Vendor	Location	Total Estimated Dollar Value of Contract Award	<i>Local Participation</i>		<i>Certified Small and Local Participation</i>	
			<i>Percentage</i>	<i>Dollar Amount</i>	<i>Percentage</i>	<i>Dollar Amount</i>
GRM Information Management Services, LLC	Fremont, CA	\$3,712,987	20%	\$3,712,987	20%	\$742,597

Certified SLEB:

*Snelling Staffing Services
Christine Utsumi-Puryear, President
2203 Harbor Bay Parkway
Alameda, CA 94502
Certification #03-90355*