

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

*The following action was taken by the Alameda County Board of Supervisors on 10/12/2021*

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haubert: ☒ Miley: ☐ Valle: ☐ Carson: ☐ - ☒

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-901854,C-22799

Documents to be signed by Agency/Purchasing Agent:

File No. \_\_\_\_\_  
Item No. 29

Copies sent to:

Cindy Wong, QIC 26021  
Auditor's Office, QIC 20111

Special Notes:



I certify that the foregoing is a correct copy of a Minute Order adopted by the Board of Supervisors, Alameda County, State of California.

ATTEST:  
Clerk of the Board  
Board of Supervisors

By: Cheryl Perkins  
Deputy



September 20, 2021

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

SUBJECT: AWARD A CONTRACT TO GRM INFORMATION MANAGEMENT FOR RECORDS RETENTION, STORAGE, AND DESTRUCTION SERVICES; MASTER CONTRACT NO. 901854; PROCUREMENT CONTRACT NO. 22799; AMOUNT: \$5,000,000

Dear Board Members:

RECOMMENDATION:

Authorize the Purchasing Agent to execute a contract (Master Contract No. 901854; Procurement Contract No. 22799) with GRM Information Management (Principal: Michael Vlahos; Location: Fremont) to provide records retention, storage, and destruction services to the County of Alameda, for the term of 2/1/22 – 1/31/27, in the amount of \$5,000,000.

DISCUSSION/SUMMARY:

Alameda County requires centralized, off-site records retention services for its agencies and departments. Alameda County currently stores approximately 160,000 boxes of records ranging from confidential to non-confidential status. Ongoing retention management services include storage of records, retrieval, and delivery of stored records to County locations as requested, returning records to storage, scanning of documents, and destruction of records as authorized by County departments.

SELECTION CRITERIA/PROCESS:

*The General Services Agency (GSA)–Procurement has determined that Alameda County does not currently have the resources to provide records retention, storage, and destruction services.*

*GSA–Procurement developed a Request for Quotation (RFQ), which was issued on May 7, 2021, posted on the website for 45 days, emailed to the Chambers of Commerce e-mail group, and sent to the E-Gov Professional Services – Current Contract Opportunities mailing service. The RFQ was also advertised in the Inter-City Express on May 11, 2021 and the Oakland Post on May 12, 2021. A vendor outreach was conducted on May 12, 2021, followed by one networking/bidders conference on May 19, 2021, which was attended by two vendors.*

*On June 21, 2021, two bidders submitted responses to the RFQ. One bidder, Corodata Records Management, Inc., submitted their bid response to the wrong solicitation and was disqualified. The remaining response was evaluated by GSA based on price for records retention, storage, and destruction services.*

*GRM Information Management was the lowest cost responsible vendor and is being recommended for award.*

*GRM Information Management is not a certified Small Local Emerging Business (SLEB) and is subcontracting 20% of the contract with ImagingTek, Inc. (Principal: Phuong Du; Location: Fremont; Certified Small: 06-90970; Expiration: January 31, 2022) to provide document scanning services.*

*The following is the evaluation summary:*

**EVALUATION SUMMARY**

<b><i>Vendor</i></b>	<b><i>Location</i></b>	<b><i>Local</i></b>	<b><i>SLEB</i></b>	<b><i>Bid Price</i></b>	<b><i>Evaluation Price</i></b>
<b><i>GRM Information Management</i></b>	<b><i>Fremont, CA</i></b>	<b><i>Y</i></b>	<b><i>N</i></b>	<b><i>\$9,998,195</i></b>	<b><i>\$9,498,285</i></b>

**FINANCING:**

Appropriations for this contract are included in the individual agencies and departments FY 2021-22 budgets and will be requested in future budget years. No additional appropriations are required, and there will be no increase in net County cost.

**VISION 2026 GOAL:**

The records retention, storage, and destruction services meet the 10X goal pathway of **Accessible Infrastructure** in support of our shared visions of a **Prosperous Economy**.

Respectfully submitted,

DocuSigned by:

*Kimberly Gasaway*

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Kimberly Gasaway

Interim Director, General Services Agency

Attachment

WAH\KB\kh\http://gsaspoint.acgov.org/bletters/purchbl/Board Letter/901854 BL Records Retention Storage and Destruction Svcs

cc: County Administrator  
Auditor-Controller  
County Counsel

CONTRACT SUMMARY  
 RECORDS RETENTION, STORAGE, AND DESTRUCTION SERVICES  
 MC No. 901854  
 February 1, 2022 – January 31, 2027

Vendor	Location	Dollar Value of Contract Award	Local Participation		Small and Local Participation		Emerging and Local Participation	
			Percentage	Dollar Amount	Percentage	Dollar Amount	Percentage	Dollar Amount
GRM Information Management Principal: Michael Vlahos	41099 Boyce Rd. Fremont, CA	\$5,000,000	100%	\$5,000,000	0%	\$0	0%	\$0

SLEB Subcontracting Information			
ImagingTek, Inc. Principal: Phuong Du, Vice-President Certified Small: 06-90970 Expiration: 01/31/2022	43286 Christy St. Fremont, CA 94538	20%	\$1,000,000