



Council Agenda Report

To: Mayor Grisanti and the Honorable Members of the City Council

Prepared by: Kelsey Pettijohn, City Clerk

Approved by: Steve McClary, Interim City Manager

Date prepared: November 29, 2021 Meeting date: December 13, 2021

Subject: Amendment to Professional Services Agreement with Record Xpress of California LLC, DBA Access

RECOMMENDED ACTION: Authorize the Mayor to execute Amendment No. 1 to Professional Services Agreement with Record Xpress of California LLC, DBA Access, for storage of the City's offsite records, services and transportation pertaining to records management to extend the term of the Agreement to December 31, 2023 and update the fee schedule.

FISCAL IMPACT: Funding for this Agreement was included in the Adopted Budget for Fiscal Year 2021-2022 in Account No. 100-7059-5720 (Non-Departmental Services - Off-site Storage).

WORK PLAN: This item was not included in the Adopted Work Plan for Fiscal Year 2021-2022. This project is part of normal staff operations.

DISCUSSION: The City has utilized offsite records storage since 1999. In 2005, the City of Malibu entered into a Professional Services Agreement with Fortress Records Management, purchased by Access in 2010, to store the City's offsite records and other records related services. Access is currently providing offsite records storage for the City while staff continues to implement the City's adopted retention schedule and reduce offsite records. Since January 2020, staff has reduced the amount of records stored offsite by 74 boxes.

This amendment continues the existing offsite records storage services provided by Access, extends the Agreement term to December 31, 2023 and reflects the current fee schedule. This amendment does not change the limit on the total cost of services, which shall not exceed \$50,000 per year.

ATTACHMENTS: Amendment No. 1 to Professional Services Agreement with Record Xpress of California LLC, DBA Access

AMENDMENT NO. 1 TO AGREEMENT FOR PROFESSIONAL SERVICES

THIS AMENDMENT NO. 1 TO AGREEMENT FOR PROFESSIONAL SERVICES is made and entered in the City of Malibu on December 13, 2021, by and between the CITY OF MALIBU, hereinafter referred to as City, and Record Xpress of California LLC DBA Access (formerly known as Access Information Protected), hereinafter referred to as Consultant.

The City and the Consultant agree as follows:

RECITALS

A. On February 10, 2020, the City entered into an Agreement with Consultant for storage of the City's offsite records, record center services (destruction of some records, retrieval of City files and containers, and additions of new City files and containers), media vault services, and transportation services pertaining to records management services (the "Agreement").

B. The City desires to amend the Agreement to extend the term through December 31, 2023.

NOW THEREFORE, in consideration of their mutual promises, obligations and covenants hereinafter contained, the parties hereto agree as follows:

1. Section 2.0 – Term of Agreement, of the Agreement, is hereby extended through December 31, 2023, the Renewal Term.
2. During the Renewal Term, Consultant may amend pricing and Services in the Price Schedule from time to time, yet no more than once per annum, in its discretion upon thirty (30) days prior notice to the City, provided that Services charges shall not be increased more than five percent (5%) during any one year during the Renewal Term of the Agreement.
3. The Parties further agree to replace the existing Agreement Pricing Schedules as outlined in the original Schedules A, B, C, and D with Price Schedules A, B, C, and D attached to this Amendment.
4. The Parties agree that this Amendment will be considered signed when the signature of a party is delivered physically or by facsimile transmission or scanned and delivered via electronic mail. Such facsimile or electronic mail copies will be treated in all respects as having the same effect as an original signature.
5. All terms and conditions of the Agreement not amended by this Amendment No. 1 remain in full force and effect.

This Agreement is executed on November 23, 2021, at Malibu, California, and effective as of January 1, 2022.

CITY OF MALIBU:

PAUL GRISANTI, Mayor

ATTEST:

KELSEY PETTIJOHN, City Clerk
(seal)

APPROVED AS TO FORM:

THIS DOCUMENT HAS BEEN REVIEWED
BY THE CITY ATTORNEY'S OFFICE

—
JOHN COTTI, Interim City Attorney

CONSULTANT:

DocuSigned by:

Kandice Merrill

3810413598FAE443

By: ~~Kandice Merrill~~

Title: VP Client Success



Schedule A City Of Malibu

Record Center Storage

Container storage - (per cu/ft)	\$0.5000 Per Cubic Foot	Per 30 Days
File Tracking	\$0.0200 Per Item	
Minimum Monthly Storage	\$97.5000 Per Invoice	Per Month
Initial Onboarding - Add New Container (per cu/ft)	\$2.5000 Per Cubic Foot	

Record Center Services

Add New Container (per cu/ft)	\$2.8500 Per Cubic Foot	
Retrieve Container (per cu/ft)	\$4.2500 Per Cubic Foot	
Retrieve Container - Destruction (per cu/ft)	\$4.2500 Per Cubic Foot	
Retrieve Container - Permanent Removal (per cu/ft)	\$4.2500 Per Cubic Foot	
Refile Container (per cu/ft)	\$4.2500 Per Cubic Foot	
Add New File	\$2.0000 Per Item	
Retrieve File	\$4.0000 Per Item	
Retrieve File - Destruction	\$4.0000 Per Item	
Retrieve File - Permanent Removal	\$4.0000 Per Item	
Refile File	\$4.0000 Per Item	
Destruction - Certified Shred Container (per cu/ft)	\$5.5000 Per Cubic Foot	Plus retrieval
Destruction by Certified Shred - File (Boxed or Open Shelf)	\$2.5000 Per Item	Plus retrieval
Permanent Removal Container (per cu/ft)	\$6.0000 Per Cubic Foot	Plus retrieval
Permanent Removal - Account Termination - Container	\$6.0000 Per Cubic Foot	Plus retrieval
Permanent Removal File	\$3.0000 Per Item	Plus retrieval

Transportation Services

Standard Delivery / Pickup	\$37.0000 Per Trip	
Transportation Handling - Container (per cu/ft)	\$2.4000 Per Cubic Foot	
Transportation Handling - File	\$1.5000 Per Item	
Additional Stops (Multiple locations/recipients)	\$5.0000 Per Trip	
Wait Time (Minimum 1/4 Hour)	\$10.0000 Per Quarter Hour	
Rush Delivery	\$120.0000 Per Trip	
After Hours Emergency Delivery	\$170.0000 Per Trip	
Scheduled Rotation	\$18.7500 Per Trip	
Unscheduled Next Day Media Delivery / Pickup	\$75.0000 Per Trip	
Scheduled Rotation (Weekend)	\$70.0000 Per Trip	
Transportation Handling - Tape	\$2.5000 Per Item	
Transportation Handling - Tape Container	\$1.8000 Per Item	
Rush Media Transportation	\$125.0000 Per Trip	
After Hours Media Transportation	\$170.0000 Per Trip	

Additional Services

Container Level Data Entry Performed by Access	\$0.6000 Per Item	
Retrieve Container - Expedited (Priority Surcharge)	\$4.0000 Per Cubic Foot	
File Folder Level Indexing / Data Entry Performed by Access	\$0.5000 Per Item	
Retrieve File - Expedited (Priority Surcharge)	\$4.0000 Per Item	
Inter-File Document	\$5.0000 Per Item	

* Storage charges are billed in advance, services billed in arrears.

* Retrievals are limited to 50 items per day or additional fees may apply.

* Fuel Surcharges apply to transportation activity and/or secure destruction services and will fluctuate depending on U.S. Department of Energy monthly statistics and industry scale.

* Any services not quoted will be charged at the standard rates which are available upon request.



File Not Found	\$4.0000 Per Item	
Cancelled Request (per item)	\$6.0000 Per Item	
Audit/Viewing/Floor Space Utilization Fee	\$50.0000 Per Hour	
Dock Access - (per cu/ft)	\$2.2500 Per Cubic Foot	
Dock Access - File	\$1.6000 Per Item	
Repacking of Damaged Container	\$6.5000 Per Item	Plus cost of new container
Labor (per hour)	\$60.0000 Per Hour	
Access Online Tools: FileBRIDGE Records + FileBRIDGE METRICS	\$10.0000 Per Month	
Phone/Email Reference (Order Entry Fee)	\$10.0000 Per Order	
Minimum Work Order Charge	\$12.0000 Per Order	
Administration Charge (Summary)	\$25.0000 Per Invoice	
Administration Charge (Detailed by Department)	\$40.0000 Per Invoice	
Information Security Surcharge	\$60.0000 Per Invoice	
Media Transfer Case / Small	\$60.0000 Per Item	
Media Transfer Case / Medium	\$80.0000 Per Item	
Media Transfer Case / Large	\$100.0000 Per Item	
Record Center Materials		
Access Storage Container (10x12x15)	\$3.0000 Per Item	
1.2 Standard Box / 10 Boxes & Lids Bundle	\$30.0000 Per Item	

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Schedule B City Of Malibu

Shredding – Schedule Service

65 Gallon Bin - Scheduled Rotation / Plant	\$35.0000 Per Trip
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Shredding Service Minimum - Plant	\$35.0000 Per Trip
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Shredding – Transportation

Scheduled Shred Rotation - Plant	\$40.0000 Per Trip
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Shred Rotation - Attempted Shred Service	\$34.0000 Per Trip
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Unscheduled Shred Rotation	\$40.0000 Per Trip
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Schedule C City Of Malibu

Media Vault Storage

Media Storage - Slotted Tape	\$0.5500 Per Item
Media Case Storage - Small	\$10.0000 Per Item
Media Case Storage - Medium	\$15.0000 Per Item
Media Case Storage - Large	\$20.0000 Per Item
Climate Controlled/Vault Storage - Standard Box	\$3.5000 Per Item
Climate Controlled/Vault Storage - Odd Size Box	\$4.5000 Per Item
Climate Controlled/Vault Storage - Letter Box	\$6.0000 Per Item
Climate Controlled/Vault Storage - Legal Box	\$7.0000 Per Item
Minimum Monthly Storage - Vault Media	\$60.0000 Per Invoice

Media Vault Services

Add New Tape	\$3.0000 Per Item
Retrieve Tape	\$4.0000 Per Item
Retrieve Tape - Expedited (Priority Surcharge)	\$4.0000 Per Item
Refile Tape	\$4.0000 Per Item
Permanent Removal Tape	\$5.0000 Per Item
Destruction - per Tape	\$2.0000 Per Item
Add New Media Case - Small	\$2.5000 Per Item
Retrieve Small Media Case	\$2.6000 Per Item
Refile Small Media Case	\$3.7500 Per Item
Permanent Removal Small Media Case	\$8.0000 Per Item
Destruction - Small Media Case	\$10.0000 Per Item
Add New Media Case - Medium	\$4.0000 Per Item
Retrieve Medium Media Case	\$4.0000 Per Item
Refile Medium Media Case	\$2.5000 Per Item
Destruction - Medium Media Case	\$20.0000 Per Item
Permanent Removal Medium Media Case	\$9.0000 Per Item
Add New Media Case - Large	\$5.0000 Per Item
Retrieve Large Media Case	\$5.0000 Per Item
Retrieve Tape Container - Expedited (Priority Surcharge)	\$4.0000 Per Item
Refile Large Media Case	\$3.0000 Per Item
Permanent Removal Large Media Case	\$10.0000 Per Item
Destruction - Large Media Case	\$30.0000 Per Item
Tape Library Maintenance - Project per hour	\$45.0000 Per Hour
Catalog/Index Tape Inventory (per item)	\$0.5000 Per Item
Electronic Media Destruction - per Hard Drive	\$5.0000 Per Item
Media Case Rental / Small	\$6.0000 Per Item
Media Transfer Case Rental / Medium	\$8.0000 Per Item
Media Transfer Case Rental / Large	\$10.0000 Per Item

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Schedule D City Of Malibu

Conversion Services – Scan on Demand

Scan on Demand - Next Day Digital Delivery - per file	\$10.0000 Per File
Scan on Demand - Rush Digital Delivery (per file)	\$30.0000 Per File

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