

9. Amendment to Professional Services Agreement with Record Xpress of California LLC, DBA Access

Recommended Action: Authorize the Mayor to execute Amendment No. 2 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, 2025 and update the fee schedule.

Staff Contact: City Clerk Pettijohn, 456-2489, ext. 228



Council Agenda Report

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

Prepared by: Kelsey Pettijohn, City Clerk

Approved by: Steve McClary, City Manager

Date prepared: December 12, 2023 Meeting date: January 8, 2024

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

RECOMMENDED ACTION: Authorize the Mayor to execute Amendment No. 2 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, 2025 and update the fee schedule.

FISCAL IMPACT: Funding for this Agreement was included in the Adopted Budget for FY 2023-24 in Account No. 100-7059-5720 (Non-Departmental Services - Off-site Storage).

STRATEGIC PRIORITY: This item is part of the day-to-day operations identified in the Adopted FY 2023-24 Strategic Priority Project List.

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. The City currently has 1,006 boxes in offsite storage.

This amendment continues the existing offsite records storage services provided by Access, extends the Agreement term to December 31, 2025, 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. 2 to Professional

AMENDMENT NO. 2 TO AGREEMENT FOR PROFESSIONAL SERVICES

THIS AMENDMENT NO. 2 TO AGREEMENT FOR PROFESSIONAL SERVICES is made and entered in the City of Malibu on December 6, 2023, by and between the CITY OF MALIBU, hereinafter referred to as City, and Record Xpress of California LLC, 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. On December 13, 2021, the City entered into Amendment No. 1 to the Agreement to extend the term to December 31, 2023, and updating the fee schedule.
- C. The City desires to amend the Agreement to extend the term through December 31, 2025.

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, 2025, 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. 2 remain in full force and effect.

This Agreement is executed on _____, 2023, at Malibu, California, and effective as of January 1, 2024.

CITY OF MALIBU:

STEVE UHRING, Mayor

ATTEST:

KELSEY PETTIJOHN, City Clerk
(seal)

APPROVED AS TO FORM:

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

TREVOR RUSIN, Interim City Attorney

CONSULTANT:

DocuSigned by:

Jessica Gately

By: Jessica Gately

Title: vice president client care



Schedule A City Of Malibu

Record Center Storage

Container Storage - Odd Size Box	\$0.6041 Per Item	Per 30 Days
Container Storage - Odd Size Box 12	\$0.6041	
Container Storage - Letter Box	\$0.6041 Per Item	Per 30 Days
Minimum Monthly Storage	\$113.5214 Per Invoice Per 30 Days	Per Month
Container Storage - Legal Box	\$0.6041 Per Item	Per 30 Days
Container Storage - Standard Box	\$0.6041 Per Item	Per 30 Days
File Tracking	\$0.0281 Per Per File	
Initial Onboarding - Add New Container (per cu/ft)	\$2.5000 Per Cubic Foot	

Record Center Services

Retrieve File - Permanent Removal	\$4.8356 Per Item
Shelve container (Open Shelf Radiology)	\$4.7734
Retrieve File	\$4.8358 Per Item
Destruction by Certified Shred - File (Boxed or Open Shelf)	\$4.7779 Per Item Plus Retrieval
Refile File	\$4.8358 Per Item
Retrieve Container - Destruction (per cu/ft)	\$4.7359 Per Cubic Foot
Destruction - Certified Shred Container (per cu/ft)	\$6.6770 Per Cubic Foot Plus Retrieval
Permanent Removal File	\$5.7360 Per Cubic Foot Plus Retrieval
Retrieve File - Destruction	\$4.8356 Per Item
Retrieve Container - Permanent Removal (per cu/ft)	\$4.7359 Per Cubic Foot
Permanent Removal - Account Termination - Container	\$11.6446 Per Cubic Foot plus retrieval and dock access
Add New File	\$2.8049 Per Item
Shelve container (Vault non-media / Special Collections)	\$4.7734
Refile Container (per cu/ft)	\$4.7767 Per Cubic Foot
Shelve Container	\$4.3005 Per Cubic Foot
Permanent Removal Container (per cu/ft)	\$6.0882 Per Cubic Foot Plus Retrieval
Retrieve Container (per cu/ft)	\$4.7359 Per Cubic Foot
Add New Container (per cu/ft)	\$3.1482 Per Cubic Foot

Transportation Services

Transportation Handling - Tape Container	\$2.6707 Per Item
Wait Time (Minimum 1/4 Hour)	\$20.4577 Each
Additional Stops (Multiple locations/recipients)	\$5.2497 Per Trip
After Hours Emergency Delivery	\$274.8152 Per Trip
Unscheduled Next Day Media Delivery / Pickup	\$95.3855 Per Trip
After Hours Media Transportation	\$286.1566 Per Trip
Rush Media Transportation	\$126.8626 Per Trip
Transportation Handling - File	\$2.1052 Per Item
Same Day Delivery / Pickup	\$76.3063 Per Trip
Order Preparation and Handling - Rush	\$20.4577
Transportation Handling - Tape	\$2.8304 Per Item
Scheduled Rotation	\$12.0852 Per Trip
Standard Delivery / Pickup	\$60.7630 Per Trip

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* 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.



	Rush Delivery	\$163.1060 Per Trip
	Transportation Handling - Container (per cu/ft)	\$2.7515 Per Cubic Foot
Additional Services		
	File Folder Level Indexing / Data Entry Performed by Access	\$0.8399 Per Item
	AccessNotifi Breach Response Services provided by Vero	\$37.9705 TBD
	Administration Charge (Summary)	\$76.0008 Per Invoice
	File Not Found	\$5.4554 Per Item
	Dock Access	\$2.7276 Per Item
	Repacking of Damaged Container	\$5.8838 Each plus cost of new container
	Dock Access - File	\$1.6799 Per Item
	Index File/Container information	\$0.7276
	Labor - Container 2	\$94.5533
	Dock Access - (per cu/ft)	\$2.7286 Per Cubic Foot
	Administration Charge (Detailed by Department)	\$60.6337
	Inter-File Document	\$6.1925 Per Item
	Administration Charge (Detailed by Department)	\$41.9974 Per Invoice
	Labor (per hour)	\$52.4967 Per Hour
	Minimum Work Order Charge	\$10.4993 Per Order
	Retrieve File - Expedited (Priority Surcharge)	\$4.0916 Per Item
	Audit/Viewing/Floor Space Utilization Fee	\$52.4967 Per Hour
	Cancelled Request (per item)	\$6.8192 Per Item
	AccessNotifi Breach Response Services + Business Credential Monitoring provided by Vero	\$33.0729 Per Month
	Container Level Data Entry Performed by Access	\$0.9289 Per Item
	Retrieve Container - Expedited (Priority Surcharge)	\$4.3294 Per Cubic Foot
	Minimum Work Order Charge	\$14.4852
	Phone/Email Reference (Order Entry Fee)	\$11.2599 Per Order
	Access Online Tools: FileBRIDGE Records + FileBRIDGE METRICS	\$11.0250 Per Month
	Information Security Surcharge	\$24.2550 Per Invoice
	Administration Charge (Summary) / Hardcopy and mixed accounts	\$76.0055
Record Center Materials		
	2.4 Letter Transfile Box / 10 Boxes & Lids Bundle	\$5.9558 Per Item
	Access Storage Container (10x12x15)	\$5.2064 Per Item
	Microfiche or Check / Individual Box	\$3.1502 Per Item
	X-Ray / 20 Box Bundle	\$152.2580 Per Item
	1.2 Standard Box / 10 Boxes & Lids Bundle	\$37.1592 Per Item
	X-Ray Box / Individual Box	\$5.2503 Per Item
	Legal Transfile/ Individual Box & Lid	\$11.1477 Per Item
	1.2 Box Lid (No Box) / Individual Lid Only	\$2.1925 Per Item
	Drawing Bags / Individual Bag	\$5.2503 Per Item
	Legal Transfile Box / 10 Boxes & Lids Bundle	\$7.7073 Per Item

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Schedule B City Of Malibu

Shredding – Schedule Service

Small Console - Unscheduled Rotation / Plant	\$27.2786
Small Console - Scheduled Rotation / Plant	\$28.5775 Per Trip
Small Bin - Scheduled Rotation / Plant	\$18.1901 Per Trip
Large Bin - Unscheduled Rotation / Plant	\$59.1346
Media Shredinator - Unscheduled Rotation / Plant	\$4.4614
Medium Console - Unscheduled Rotation / Plant	\$34.0982
Medium Bin - Unscheduled Rotation / Plant	\$45.2949

Shredding – Per Item

Shred - per Standard Banker Box - 1.2 Cuft	\$7.1990 Per Item
Pickup Direct Destruction - per order	\$2.1000

Shredding – Media

Shredding Service Minimum – Hard Drives	\$26.7079 Per Item
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Shredding – Additional Services

Labor - Shredding (per hour)	\$242.5349 Per Hour
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Shredding – Transportation

Tier 4 Transportation	\$31.4980 Per Trip
Tier 3 Transportation	\$25.1984 Per Trip
Metro Market Service Fee	\$0.0000 Per Trip
Unscheduled Shred Rotation	\$20.9987 Per Trip
Shred Rotation - Attempted Shred Service	\$35.6978 Per Trip
Tier 2 Transportation	\$18.8988 Per Trip
Scheduled Shred Rotation - Plant	\$48.5397 Per Trip

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Schedule C City Of Malibu

Media Vault Storage	Media Case Storage - Small	\$26.7115 Per Item
	Media Case Storage - Large	\$1.2554 Per Item
	Media Storage - Miscellaneous Media container	\$46.7451
	Media Storage - Slotted Tape	\$0.6085 Per Item
Media Vault Services	Add New Tape	\$4.0726 Per Item
	Media Handling / Permanent Removal Account Closing - per small container	\$10.6832
	Retrieve Tape - Expedited (Priority Surcharge)	\$4.0062 Per Item
	Retrieve Small Media Case	\$4.0062 Per Item
	Permanent Removal Tape	\$6.3059 Per Item
	Retrieve Tape Container - Expedited (Priority Surcharge)	\$4.0062 Per Item
	Add New Media Case - Small	\$3.3385 Per Item
	Permanent Removal Small Media Case	\$12.9756 Per Item
	Shelve Tape	\$4.2732
	Destruction - per Tape	\$8.2462 Per Item
	Media Handling / Permanent Removal Account Closing - per individual item	\$2.0031
	Shelve media container	\$4.2732
	Retrieve Tape	\$4.9247 Per Item
Transportation Services	Transportation Handling - Tape Container	\$2.6707 Per Item
	Wait Time (Minimum 1/4 Hour)	\$20.4577 Each
	Additional Stops (Multiple locations/recipients)	\$5.2497 Per Trip
	After Hours Emergency Delivery	\$274.8152 Per Trip
	Unscheduled Next Day Media Delivery / Pickup	\$95.3855 Per Trip
	After Hours Media Transportation	\$286.1566 Per Trip
	Rush Media Transportation	\$126.8626 Per Trip
	Transportation Handling - File	\$2.1052 Per Item
	Same Day Delivery / Pickup	\$76.3063 Per Trip
	Order Preparation and Handling - Rush	\$20.4577
	Transportation Handling - Tape	\$2.8304 Per Item
	Scheduled Rotation	\$12.0852 Per Trip
	Standard Delivery / Pickup	\$60.7630 Per Trip
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	Transportation Handling - Container (per cu/ft)	\$2.7515 Per Cubic Foot

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Schedule D
City Of Malibu

Conversion Services - Business Process	
Third Party Shipping Fees	\$1.0000 Per Order
Minimum Monthly Invoice Charge	\$153.5761 Per Invoice
Conversion Services – Scan on Demand	
Digital Document Delivery - Each Additional Page	\$0.1091
Scan on Demand - Rush Digital Delivery (per file)	\$31.4980 Per File
Scan on Demand - Next Day Digital Delivery - per file	\$10.4993 Per File
Scan on Demand - After Hours Delivery (per file)	\$41.9974 Per File
Scan on Demand - Same Day Digital Delivery (per file)	\$15.7490 Per File

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Medium Bin - Unscheduled Rotation / Plant	\$45.2949

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Shredding – Additional Services

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	Retrieve Small Media Case	\$4.0062 Per Item
	Permanent Removal Tape	\$6.3059 Per Item
	Retrieve Tape Container - Expedited (Priority Surcharge)	\$4.0062 Per Item
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	Shelve Tape	\$4.2732
	Destruction - per Tape	\$8.2462 Per Item
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Transportation Services	Transportation Handling - Tape Container	\$2.6707 Per Item
	Wait Time (Minimum 1/4 Hour)	\$20.4577 Each
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Scan on Demand - After Hours Delivery (per file)		\$41.9974 Per File
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