

**RESOLUTION NO. .**

**BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

\* \* \* \* \*

**RESOLUTION: A) APPROVING AND AUTHORIZING THE PRESIDENT OF THE BOARD TO EXECUTE AN AGREEMENT WITH CORODATA RECORDS MANAGEMENT, INC. TO PROVIDE DOCUMENT STORAGE AND DESTRUCTION SERVICES, FOR THE TERM OF JUNE 2, 2026 THROUGH JUNE 1, 2029 WITH THE OPTIONS TO EXTEND THE TERM OF THE AGREEMENT FOR TWO ADDITIONAL ONE-YEAR TERMS IN AN AMOUNT NOT TO EXCEED \$900,000; AND B) AUTHORIZING THE COUNTY EXECUTIVE, OR DESIGNEE, TO EXECUTE CONTRACT AMENDMENTS THAT MODIFY THE COUNTY'S MAXIMUM FISCAL OBLIGATION BY NO MORE THAN \$25,000 (IN AGGREGATE) AND/OR MODIFY THE CONTRACT TERM AND/OR SERVICES SO LONG AS THE MODIFIED TERM OR SERVICES IS/ARE WITHIN THE CURRENT OR REVISED FISCAL PROVISIONS**

---

**RESOLVED**, by the Board of Supervisors of the County of San Mateo (the "Board"), State of California, that

**WHEREAS**, in September 5, 2025, the Procurement Department publicly posted a Request for Proposal, No. 2026-RFP-1633, for an Offsite Document Storage Service provider, undertaking a competitive solicitation to identify a contractor providing document storage service for use by staff in the County; and

**WHEREAS**, in October 8, 2025, the RFP closed, with two proposals having been received, and following an evaluation process, Corodata Records Management, Inc. was selected as having the superior proposal; and

**WHEREAS**, the Procurement Department is proposing that the County enter an agreement with Corodata Records Management, Inc. to provide the services for a term

of June 2, 2026 through June 1, 2029, with the option to extend the Agreement for two additional one-year terms, in an amount not to exceed \$900,000; and

**WHEREAS**, the Board has been presented with a form of the Agreement and wishes to approve same as to both form and content and desires to enter into the Agreement; and

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the Board approves and authorizes the Board President to execute an Agreement with Corodata Records Management, Inc. to provide document storage and destruction services for a term of June 2, 2026 through June 1, 2029, with the option to extend the Agreement for two additional one-year terms, in an amount not to exceed \$900,000; and

**BE IT FURTHER RESOLVED** that the County Executive, or designee, is authorized to execute further amendments to the Agreement that modify the County's maximum fiscal obligation up to an additional \$25,000 (in the aggregate), and/or modify the contract term and/or services so long as the modified term and/or services is/are within the current or revised fiscal provisions.

\* \* \* \* \*