

## **RESOLUTION NO. .**

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

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**RESOLUTION AUTHORIZING AN AGREEMENT WITH CORODATA TO PROVIDE  
DOCUMENT STORAGE AND DESTRUCTION SERVICES FOR THE TERM OF  
SEPTEMBER 1, 2015, THROUGH AUGUST 31, 2020, IN AN AMOUNT NOT TO  
EXCEED \$900,000**

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

**WHEREAS**, the County has many document storage and destruction needs given both the large number of documents created by County departments and the requirements of the County's document retention schedules for each department; and

**WHEREAS**, Corodata has been providing such services to the County since 2008; and

**WHEREAS**, the County has negotiated a favorable agreement with Corodata to continue to provide such services, and continuing with Corodata will avoid the large cost and time commitment required to move already-stored documents to another vendor, thereby eliminating disruption and unnecessary costs to departments; and

**WHEREAS**, Human Resources, which is managing the relationship with Corodata, has requested this Board to waive the Request for Proposals (RFP) process in light of the costs associated with changing vendors and the favorable terms of the new agreement; and

**WHEREAS**, the County and Corodata now wish to enter into a new agreement by which Corodata will provide such services for an amount not to exceed \$900,000 for a five year term (from September 1, 2015, through August 31, 2020), and

~~**WHEREAS**, this Board has been presented with a form of such agreement, has examined and approved it as to both form and content, and desires to enter into it.~~

**WHEREAS**, this Board has been presented with a form of such agreement, has examined and approved it as to both form and content, and desires to enter into it.

**NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the President of this Board of Supervisors be and is hereby authorized and directed to execute said Agreement for and on behalf of the County of San Mateo, and the Clerk of the Board shall attest the President's signature thereto.

**BE IT FURTHER RESOLVED** that the Human Resources Director or the Director's designee is authorized to execute contract amendments which 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.

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