

RESOLUTION NO. .

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

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**RESOLUTION: A) AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH CORODATA RECORDS MANAGEMENT, INC. TO PROVIDE DOCUMENT STORAGE AND DESTRUCTION SERVICES FOR THE TERM OF OCTOBER 6, 2020 THROUGH OCTOBER 5, 2025, IN AN AMOUNT NOT TO EXCEED \$900,000; AND
B) WAIVING THE REQUEST FOR PROPOSAL (RFP) PROCESS; AND
C) EXEMPTING THE AGREEMENT FROM THE LIVING WAGE ORDINANCE**

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 document retention schedules for each County 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 a significant expenditure of time and funds that would be 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 considering the costs associated with changing vendors for this continuing service and the favorable terms of the new agreement; and

WHEREAS, Corodata has requested exemption from the Living Wage Ordinance, in light of the potential impact to its statewide operations and the minimal amount of time that its employees spend working on the County account; and

WHEREAS, the County and Corodata now wish to enter into an agreement to provide document storage and destruction services for the term of October 6, 2020 through October 5, 2025, in an amount not to exceed \$900,000; and

WHEREAS, for the reasons outlined above, this Board finds good cause exists to waive the RFP process, and it is in the best interests of the County to grant Corodata's request for exemption from the Living Wage Ordinance requirement; 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.

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the Board of Supervisors be and is hereby authorized and directed to approve the waiver of the RFP process and exemption from the Living Wage Ordinance requirement and 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 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.

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