

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve a contract with **DocuTRAK Imaging, Inc.** for Record Storage Services.

Board Meeting Date: October 3, 2017

Project Name/Contract#: Record Storage Services / RFP 049-2017

Primary Contact: Sue Fahey Ext. 7688

Purchasing Contact: Ramie Alkire Ext. 7413

Contract Amount:

Original Contract Amount: \$ 150,000 (Over 5 years)

Additional \$ Previously Approved: \$ N/A

Invoices over last approval: \$ N/A

Percentage over last approval: N/A %

Amount this Request: \$ 150,000

Resulting Cumulative Total: \$ 150,000

Contracting Method:

Method of Solicitation: Formal RFP

If applicable, basis for exemption: N/A

Term of Agreement: October 3, 2017 – October 2, 2022

Option to Renew? Annually up to 5 years

Approval for purchases "as needed" for the life of the contract Yes

Proposals/Bids Received (Range): 3 (\$0.36/box/month - \$0.41/box/month – basic monthly storage fee per box)

Selection Basis: Highest Ranked Proposer

The Board is being asked to approve a new contract with **DocuTRAK Imaging, Inc.** of Eugene, OR for Record Storage Services.

EWEB requires the services of a record storage service provider capable of providing a range of services, including secure storage of records, media pickup and delivery, inventory tracking, and record destruction and purging.

In August 2017, EWEB issued a Formal Request for Proposals (RFP) for record storage services. EWEB received three (3) responses from: Access Information Management of Fairview, OR; Iron Mountain Information Management of Tangent, OR; and DocuTRAK Imaging Inc, of Eugene, OR. The responses were evaluated based on the criteria stated in the RFP which included Proposer's Ability and Capability to Perform the Work, Transition Services, Staff, References, and Fees.

DocuTRAK Imaging Inc. was found to be responsive and received the highest score in the evaluation of proposals. DocuTRAK scored high in Ability and Capability to Perform the Work, Transition Services, and Fees. The proximity of DocuTRAK's storage location to EWEB's ROC facility will result in significantly decreased costs to transport records, decreased risk of damage during transportation of records over long distances, and improved environmental impacts by lessening delivery truck pollutants. Staff has successfully negotiated a contract, and has issued a Notice of Intent to Award, pending Board approval.

The total contract amount will be approximately \$150,000 over the total five-year period. The contract amount is based on the estimated storage fees, including associated services, which have historically averaged \$25,000 annually, and also reflects upcoming organizational consolidation efforts which may impact on-site storage availability.

ACTION REQUESTED:

Management requests the Board approve a new contract with **DocuTRAK Imaging, Inc.** of Eugene, OR for Record Storage Services. The total Finance division budget is \$9Million for 2017, and this item's future obligation will be budgeted annually.

SIGNATURES:

Project Coordinator: _____

Manager: _____

Purchasing Supervisor: _____

Executive Officer: _____

Board Approval Date: _____