

RESOLUTION NO. 2024-66

AUTHORIZING CONTRACT NO. 2024-101 WITH RETRIEVEX, INC. DBA ACCESS TO PROVIDE RECORDS STORAGE, MANAGEMENT & DESTRUCTION SERVICES, AS REQUIRED, IN AN AMOUNT NOT TO EXCEED \$425,000.00 FOR A PERIOD OF FIVE YEARS (GENERAL FUND, SUPPORT SERVICES DEPARTMENT BUDGET)

WHEREAS, laws and regulations require the Greater Cleveland Regional Transit Authority ("Authority") to maintain records in accordance with the Authority's records retention schedules; and

WHEREAS, said services are available from Retrievevex, Inc. dba Access, located at 1 Andrews Circle, Brecksville, OH 44141, for records storage, management and destruction services, through the State of Ohio, Department of Administrative Services, Cooperative Purchasing Program; and

WHEREAS, R.C. 306.43(H)(4) provides that competitive procedures are not required when a purchase is made from another political subdivision, public agency, public transit system, regional transit authority, the state, or the federal government, or as a third party beneficiary under a state or federal procurement contract, or as a participant in a department of administrative services contract pursuant to R.C. 125.04(B); and

WHEREAS, the Board of Trustees authorized utilization of the State of Ohio Cooperative Purchasing Program in Resolution No. 1990-069; and

WHEREAS, the General Manager, Chief Executive Officer deems the offer of Retrievevex, Inc. dba Access, utilizing the State of Ohio Cooperative Purchasing Program, to be in the best interest of the Authority and recommends acceptance thereof by the Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That the offer of Retrievevex, Inc. dba Access to provide records storage, management and destruction services for a period of five years be and the same is hereby accepted.

Section 2. That the General Manager, Chief Executive Officer of the Authority be and she is hereby authorized to enter into a contract with Retrievevex, Inc. dba Access to provide said services for a period of five years.

Section 3. That said contract is entered into under the authority granted by Ohio Revised Code Section 306.43(H)(4) and under the terms of the State of Ohio Cooperative Purchasing Program.

Section 4. That said contract will be funded through the General Fund, Support Services Department budget, in an amount not to exceed \$425,000.00 for a period of five years.

Section 5. That said contract shall be binding upon and an obligation of the Authority contingent upon funding for future years, compliance by the contractor to the specifications and addenda, if any, the Affirmative Action Plan adopted by the Board of Trustees, bonding and insurance requirements and all applicable law relating to contractual obligations of the Authority.

Section 6. That the Authority's Board of Trustees expects that Retrievox, Inc. dba Access will attempt to exceed the 0% minimum DBE goal assigned to this procurement.

Section 7. That this resolution shall become effective immediately upon its adoption.

Adopted: August 27, 2024



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President

Attest:

  
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Secretary-Treasurer



<b>TITLE/DESCRIPTION:</b> <b>CONTRACT:</b> RECORDS STORAGE, MANAGEMENT AND DESTRUCTION SERVICES  <b>VENDOR:</b> RETRIEVEX, INC. DBA ACCESS  <b>AMOUNT:</b> NTE \$425,000.00 FOR A PERIOD OF FIVE YEARS	<b>Resolution No.:</b> 2024-66
	<b>Date:</b> August 22, 2024
	<b>Initiator:</b> Support Services Department
<b>ACTION REQUEST:</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 **PURPOSE/SCOPE:** This resolution will allow the Greater Cleveland Regional Transit Authority (“Authority”) to enter into a contract for records storage, management, and destruction services, as required, for a period of five (5) years.
- 2.0 **DESCRIPTION/JUSTIFICATION:** Laws and regulations require the Authority to maintain records for a specified length of time and to destroy records according to the Authority’s records retention schedules. A record can be a file, blueprint or other form of documentation. The records storage center is used for storage of inactive and permanent paper records, secured records, and bulk storage. Currently, there are more than 13,700 containers in storage. It is impossible to maintain this volume of records within the Authority’s offices due to space constraints, security concerns, and the environmental requirements needed to preserve these records. Therefore, having an off-site records storage facility is in the best interest of the Authority.

The services performed under this Contract include, but are not limited to, document storage, scanning and destruction. The vendor provides a chain of custody with barcode scanning on all items traveling to and from the Authority. The Authority can consolidate pickups and deliveries, which provides cost savings and an added level of security. In addition to storage, Retrievox, Inc. dba Access will continue to scan and destroy the records as part of the cataloging system to reduce costs for transportation to a scanning and destruction facility, as well as to maintain a chain of custody.

- 3.0 **PROCUREMENT BACKGROUND:** R.C. Section 306.43(H)(4) provides political subdivisions within the State of Ohio the opportunity to participate in contracts negotiated and executed by the State of Ohio, Department of Administrative Services, Cooperative Purchasing Program, for the purchase of supplies, services, equipment, and materials. The Authority’s Board of Trustees has authorized the General Manager, Chief Executive Officer to utilize such contracts by Resolution No. 1990-069.

The State of Ohio Cooperative Purchasing Program includes a contract with Retrievox, Inc. dba Access under State Term Contract No. 013276. Said contract will allow the Authority to obtain records storage, management and destruction services, as required, in an amount not to exceed \$425,000.00 for a period of five years. The pricing established under this state program is a result of a competitive solicitation process and is offered to qualifying government entities.

A cost analysis has been performed, and the Procurement Department has determined that the pricing provided by Retrievox, Inc. dba Access is fair and reasonable to the Authority.

- 4.0 AFFIRMATIVE ACTION/ DBE BACKGROUND: All Affirmative Action requirements have been met. A 0% DBE goal was established for this procurement due to the lack of certified DBE firms.
- 5.0 POLICY IMPACT: Does not apply.
- 6.0 ECONOMIC IMPACT: This procurement shall be funded through the General Fund, Support Services Department budget, in an amount not to exceed \$425,000.00 for a period of five years. This is the budgeted amount for this procurement.
- 7.0 ALTERNATIVES: Reject this offer. Rejection of this offer would require the Authority to store records on site at a considerable expense due to space constraints, security needs, and environmental requirements needed to preserve those records.
- 8.0 RECOMMENDATION: It is recommended that the offer of Retrievox, Inc. dba Access be accepted and the resolution be adopted authorizing the General Manager, Chief Executive Officer to enter into a contract.
- 9.0 ATTACHMENTS: None

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.

  
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Acting General Manager, Chief Executive Officer