

87045

DATE: August 20, 2021

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne
Chief Information Officer

RE: AUTHORITY TO ENTER INTO AN AGREEMENT (IT-1690) WITH GRM INFORMATION MANAGEMENT SERVICES, INC., FOR RECORDS STORAGE SERVICES FOR THE COUNTY'S RECORDS AND ARCHIVES CENTER, FOR A FIVE (5) YEAR TERM, COMMENCING ON SEPTEMBER 1, 2021 AND CONTINUING THROUGH AUGUST 31, 2026, FOR A TOTAL AGGREGATE AMOUNT NOT-TO-EXCEED \$39,000.00, PURSUANT TO AN APPROVED BUDGET.

BACKGROUND:

- The County of Westchester (the "County"), acting by and through its Department of Information and Technology ("Department" or "DoIT"), has entered into prior contracts with Iron Mountain, Inc. ("Iron Mountain"), for secured underground environmentally controlled storage area services for the Department Archives and Records Center.
- The most recent of these contracts with Iron Mountain expired on April 30, 2021, since the County decided, after contract negotiations with Iron Mountain and Iron Mountain's unwillingness to accept changes to its form contract for accounts under \$25,000 per year, to terminate the agreement with Iron Mountain and enter into a new agreement with the GRM Information Management Services, Inc. ("GRM"), the only other vendor available in our area that provides secured environmentally controlled record storage with 16 certifications and compliance in Records Management, that is able to make same-day deliveries and have the capability of scanning rolls of microfilm if necessary.
- Pursuant to the proposed agreement ("Agreement") with GRM, GRM will provide off-site secure environmentally controlled storage area services for microfilm.
- The public purpose for the proposed Agreement is to ensure off-site, secure storage of critical public records requiring long-term retention and access. The microfilm produced in-house by the Department's Archives Scanning Unit supports several workflows whereby the image files are produced for access, but the microfilm "eye-legible" record is actually the "copy of record," produced in accord with the New York State Office of Court Administration Standards and acceptable as a true and original document for legal purposes. Some of these records are "born digital." But, paper files that are the subject of this imaging workflow, once incorporated, may be disposed of or returned to the original filing agent.

- The goal and objective of the proposed Agreement is to provide off-site secure environmentally controlled storage area services for microfilm for the Department's Records and Archives Center.
- The goal and objective of the proposed Agreement is in the best interest of the County in terms of fiscal responsibility, as the annual cost under the proposed Agreement is substantially less than the annual cost under the agreement with Iron Mountain, for the same services. In addition, GRM is providing transportation services to transport the existing storage boxes from the Records Center storage facilities to GRM storage facilities and additional processing services to process initial inventory, including shelving services and submission of transaction report, free of charge.
- The goal and objective of the proposed Agreement will be tracked and monitored by the staff of the Department.
- Authority to exempt the proposed First Amendment from the requirements of the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a)(xxi) thereof, has been submitted for your Board's consideration under separate resolution of even date herewith.

ACTION REQUIRED:

- Accordingly, the County is seeking authority from your Honorable Board to enter into the Agreement with GRM, pursuant to which GRM will provide the County with off-site secure environmentally controlled storage area services for microfilm, for a five (5) year term commencing on September 1, 2021 and continuing through August 31, 2026, for a total aggregate amount not-to-exceed \$39,000.00, pursuant to an approved budget.

The attached resolution is submitted for your consideration.

MB/CMC/cmc

APPROVED BOARD OF ACQUISITION & CONTRACT - 09/02/2021 - WESTCHESTER COUNTY

RESOLUTION

UPON A COMMUNICATION FROM THE CHIEF INFORMATION OFFICER, DEPARTMENT OF INFORMATION TECHNOLOGY, BE IT HEREBY

RESOLVED, that the County of Westchester (the "County") is hereby authorized to enter into an agreement - IT-1690 (the "Agreement") with GRM Information Management Services, Inc. (the "GRM"), pursuant to which GRM will provide the County with off-site secure environmentally controlled storage area services for microfilm for a five (5) year term commencing on September 1, 2021 and continuing through August 31, 2026, for a total aggregate amount not-to-exceed \$39,000.00; and be it further

RESOLVED, that this Agreement is subject to County appropriations; and be it further

RESOLVED, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to GRM, then GRM shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive or his duly authorized designee is hereby authorized to execute and deliver any and all documents and to take all action necessary and appropriate to effectuate the purposes hereof.

Agreement # IT-1690

Account to be Charged/Credited:

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2021	101	16	5000	4420		\$7,800
2022	101	16	5000	4420		\$7,800
2023	101	16	5000	4420		\$7,800
2024	101	16	5000	4420		\$7,800
2025	101	16	5000	4420		\$7,800

Budget Funding Year(s): 2021-2026 Start Date: 09/01/21 End Date: 08/31/26

Funding Source

\$39,000.00
(must match resolution)

Tax Dollars: \$39,000.00
 State Aid: _____
 Federal Aid: _____
 Other: _____