



Dave Lambertson
Interim Director

TELEPHONE: (323) 267-2101
FACSIMILE: (323) 264-7135

COUNTY OF LOS ANGELES

Internal Services Department

1100 North Eastern Avenue
Los Angeles, California 90063



Enriching Lives

December 24, 2003

Agenda Date: January 13, 2004

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**REQUEST FOR APPROVAL AND AWARD OF THE OFFSITE DATA STORAGE
SERVICES CONTRACT TO RECALL TOTAL INFORMATION MANAGEMENT
(ALL DISTRICTS - 3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Award a contract, and instruct the Chairman to sign the attached three originals, with Recall Total Information Management, the lowest priced most responsive and responsible bidder, to provide offsite data storage services effective March 1, 2004, for a term of three years with two one-year renewal options, with an estimated first year cost of \$73,000 and total estimated cost of \$219,000 for the initial three year term.
2. Authorize the Interim Director ISD or his designee to award renewals for each of the two optional one-year periods and month-to-month extensions not to exceed, in aggregate, six (6) months.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to provide ISD's data center and other departments' data centers with continuing off-site storage of backup files at Recall Total Information Management's storage facility. The current contract expires February 29, 2004.

ISD's computer operations organization makes backup copies of the computer data files daily. These backup copies are transported daily by the contractor and stored at an off-site facility. Backup copies would be used if the original files in the data center were damaged for any reason. The contract also serves the critical data center needs of the Public Library, the Registrar-Recorder and the Executive Office of the Board of Supervisors.

Implementation Of Strategic Plan Goals

This recommended action supports the County's Strategic Goal number 3, Organizational Effectiveness, Strategy number 4, by providing the ability to restore computing services to County clients if a loss of data or systems occurs.

FISCAL IMPACT/FINANCING

There is adequate funding for off-site storage in the Fiscal Year 2003/04 ISD budget. Storage fee expenses will be recovered through billings to each County department for their individual storage usage. The recommended contract establishes fixed unit pricing for transportation and storage services. Actual cost incurred will vary depending on the actual volume of data transported and stored. The recommended contract provides authority to the Director of Internal Services to add and delete County data centers as needed.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The contract has been approved as to form by County Counsel. The contractor is required and has agreed to consider qualified GAIN/GROW participants for employment openings, and to comply with the Jury Duty Ordinance, the Safely Surrender Baby Law and the County's Child Support Compliance Program. The Child Support Services Department has confirmed that the recommended vendor has complied with the requirement to file a Principal Owner Information Form with its office. This is not a Proposition A contract because of the extraordinary professional and technical nature of the services being provided; therefore, the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended contract.

CONTRACTING PROCESS

On October 8, 2003, ISD released an Invitation for Bid (IFB) and provided notice of its availability to the 20 vendors shown on Attachment 1 and a variety of trade associations. The IFB was posted on the County's website as indicated in Attachment 2 for electronic downloading and made available via hard copy.

Three (3) bids were received and reviewed for compliance with the minimum requirement criteria stated in the IFB. Two (2) bids did not submit all required data and were declared non-responsive.

The contract contains the County's standard Cost of Living Adjustment (COLA) provision only in the first optional year.

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Recall Total Information Management submitted the lowest priced most responsive and responsible bid to provide the services.

Community Business Enterprise Program participation information for Recall Total Information Management is in Attachment 3. The contractor was selected without regard to gender, race, creed, or color for award of an agreement.

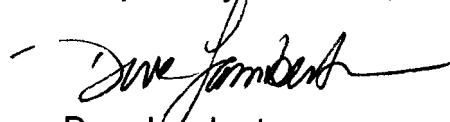
IMPACT ON CURRENT SERVICES (OR PROJECTS)

The contract will continue to serve the critical data storage needs of ISD, the Public Library, Registrar-Recorder and the Executive Office of the Board of Supervisors.

CONCLUSION

Approval of the contract will allow the County to continue to have critical backup in the event ISD or other departments' original data files are damaged or lost.

Respectfully submitted,



Dave Lambertson
Interim Director

DL:KH:haw
Attachments (3)

c: Chief Administrative Officer
Executive Officer, Board of Supervisors
County Counsel

OFF-SITE DATA STORAGE SERVICES NOTIFICATION LIST

COMPANY	CONTACT	ADDRESS	CITY/STATE/ZIP	PHONE
Advanced Information Methods, Inc.	Sherman I. Klein	P.O. Box 5692	Mission Hills, CA 91395	818/366-2678
Arcus Data Security, Inc.	Joe Rispoli	P.O. Box 3903	Industry, CA 91744	818/330-2215
Baymountain, Inc.	Office Manager	501 E. Franklin St., #700	Richmond, VA 23219	804/644-5109
Bell Technologies	Sandra Couch	6546 Hollywood Blvd., Ste. 201	Los Angeles, CA 90028	---
Central Record Services	Scott Letterman	325 West Collins Ave.	Orange, CA 92667	714/771-5550
Data Safe	Kerry Sue Underwood	P.O. Box 128	Sun Valley, CA 91352-0128	818/504-0252
Datashield, Inc.	Lynn Kaishian	6646 Fairview Ave.	Milwaukee, WI 53213	414/421-7710
DataVault	Steve Calloway	12515 Sherman Way	North Hollywood, CA 91605	818/503-2992
DPSI	Lisa Barona	1846 Andus Ave.	Simi Valley, CA 93063	805/520-2525
EMC, Data Storage Services	Office Manager	176 South St.	Hopkinton, MA 01748	508/435-1000
Garsto Inc.	Lou Perez	P.O. Box 91599	Long Beach, CA 90809	---
Holmes & Narver Svs., Inc.	Al Neffgen	999 Town & Country Road	Orange, CA 92668	714/567-2400
Information Management	John Shaw	7915 Westpark Drive	McLean, VA 22102	703/893-3100
Iron Mountain	Jeff Bailey	1340 E. Sixth St., Ste. 301	Los Angeles, CA 90021	213/236-2952
Jenn International Personnel	Jennifer B. Oracion	3250 Wilshire Blvd., #926	Los Angeles, CA 90010	213/388-1688
Omega Microfilm Corporation	Michael S. Bergman	20451 East Valley Blvd.	Walnut, CA 91789	818/912-8595
Outer Microfilm Corporation	Mark Johnson	731 S. Detroit St., #304	Los Angeles, CA 90036	213/931-4901
Recall Total	George Mandap	9401 Chivers Ave.	Sun Valley, CA 91352	
Safesite Records Management Corp.	Michael D. Young	14275 Commerce Drive	Garden Grove, CA 92643	714/554-8600
Storage Technology Corp. (StorageTek)	Kalvan Swanky	888 S. Figueroa, Ste. 1960	Los Angeles, CA 90017	213/624-9595

Bid Information

Bid Number : 103369RFL
Bid Title : Off-Site Data Storage Services
Bid Type : Service
Department : Internal Services Department
Commodity : EMERGENCY BACK-UP SERVICES AND FACILITIES FOR DATA PROCESSING
Open Date : 10/8/2003
Closing Date : 10/27/2003 4:00 PM
Bid Amount : \$ 00,000
Bid Download : [Available](#)
Bid Description : The County of Los Angeles Internal Services Department requires Off-Site Storage Services for back-up computer data files recorded magnetically primarily on magnetic data storage media (collectively herein "volumes"). Services include magnetic tape open reel storage and sealed container storage programs. Services also include scheduled and unscheduled transportation of volumes between designated County facilities and the Contractor's storage facility and twice yearly shipments to and from County designated disaster recovery sites.
Contact Name : Roger Long
Contact Phone# : (323) 267-2563
Contact Email : rlong@isd.co.la.ca.us
Last Changed On : 10/8/2003 2:58:05 PM

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**OFF-SITE DATA STORAGE SERVICES
FIRM/ORGANIZATION INFORMATION AS PROVIDED BY CONTRACTOR**

FIRM INFORMATION		RECALL TOTAL
Cultural/Ethnic Composition		PUBLIC CORP.
OWNERS/PARTNERS	Black/African American	
	Hispanic/Latin American	
	Asian American	
	American Indian/Alaskan	
	All others	
	Women (included above)	
		Number
MANAGER	Black/African American	10
	Hispanic/Latin American	11
	Asian American	1
	American Indian/Alaskan	0
	All others	86
	Women (included above)	22
STAFF	Black/African American	351
	Hispanic/Latin American	298
	Asian American	31
	American Indian/Alaskan	8
	All others	606
	Women (included above)	318
TOTAL # OF EMPLOYEES		1408
BUSINESS STRUCTURE		Corporation
Certified as Minority, Women, Disadvantaged or Disabled Veteran Business Enterprise?		NO
CERTIFYING AGENCY		N/A