

# CLARK COUNTY BOARD OF COMMISSIONERS

## AGENDA ITEM

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**Petitioner:** Les Lee Shell, Deputy County Manager

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**Recommendation:**

**Approve the award of Bid No. 606260-22, for Annual Requirements Contract Records Storage and Retrieval, to the sole bidder, contingent upon submission of the required insurance. Staff recommends award of Package 1 to VRC Companies, LLC dba Vital Records Control and cancellation of Package 2. (For possible action as appropriate).**

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**FISCAL IMPACT:**

Fund #:	Various	Fund Name:	Various
Fund Center:	Various	Funded PGM/Grant:	N/A
Amount:	\$182,987.71 Annually		
Description:	ARC Records Storage and Retrieval		
Additional Comments:	The Total Contract award is estimated in the amount of \$1,154,494.94 should all renewal options be exercised, with increased user requirements included.		

**BACKGROUND:**

Bid No. 606260-22, for Annual Requirements Contract Records Storage and Retrieval (Package 1) and Possible Records Move (Package 2) was advertised on August 22, 2022, and opened on September 15, 2022. The Bid Amounts are as follows:

**BID RECEIVED:**  
Vital Records Control

**PACKAGE 1  
BID AMOUNT:**  
\$182,987.81

This contract shall allow for records to be picked-up and delivered to and from County premises. The departments utilizing the contract are District Attorney, Justice Court (Criminal and Civil), Public Defender's Office, and Special Public Defender's Office. No award is required for Package 2- Possible Records Move, because Package 1 is recommended for award to the incumbent so there is no need to move records to another location.

The following are the pertinent provisions of the contract:

- The term of the contract is from date of award through June 30, 2023, and includes the option to renew for 4, one-year periods.
- Includes the option to increase the award amount up to 25% based on possible increased user requirements for the renewal terms, based on approved budget appropriations.
- Includes the option to increase the award amount up to 3% for possible price increases for renewal terms.
- This contract includes the County's option to terminate for cause, convenience or default and suspend the contract with advanced written notice.

The recommendation of award is in accordance with NRS 332.065.1, if the governing body or its authorized representative has advertised for or requested bids in letting a contract, the governing body or its authorized representative must award the contract to the lowest responsive and responsible bidder.

VRC Companies, LLC dba Vital Records Control currently holds a Clark County Business License.

Cleared for Agenda

**11/01/2022**

File ID#

**22-1540**