



Kenneth W. Jenkins
County Executive

Memorandum
Department of Information Technology

OnBase ID: 114258

DATE: August 10, 2026

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne
Chief Information Officer

RE: AUTHORIZATION TO EXEMPT FROM THE WESTCHESTER COUNTY PROCUREMENT POLICY THE PROCUREMENT OF AN AGREEMENT WITH GRM INFORMATION MANAGEMENT SERVICES, INC., FOR UNDERGROUND RECORDS STORAGE SERVICES FOR THE COUNTY'S RECORDS AND ARCHIVES CENTER, FOR A FIVE-YEAR TERM COMMENCING ON SEPTEMBER 1, 2026 AND A NOT-TO-EXCEED AMOUNT OF \$61,500.00.

Authority is hereby requested from your Honorable Board to exempt from the application of the Westchester County Procurement Policy and Procedures (the "Procurement Policy") pursuant to Section 3(a)xxi thereof, the procurement of an agreement (the "Agreement") between County of Westchester ("County"), acting by and through its Department of Information and Technology (the "Department") Records and Archives Center, and GRM Information Management Services, Inc. ("GRM"), for off-site secure environmentally controlled storage area services for microfilm, for a period of five (5) years commencing on September 1, 2026 and expiring on August 31, 2031, for a not-to-exceed amount of \$61,500.00.

Ordinarily, under Section 5(b) of the Procurement Policy, the County is required to solicit written quotations from no fewer than three persons customarily providing the required services. Pursuant to Section 3(a)xxi, the Procurement Policy is not applicable to any procurement for which this Honorable Board determines, by resolution passed prior to commencing such procurement, that compliance with the policy would not be in the best interests of the County.

As your Honorable Board may recall, the County entered into prior agreements with Iron Mountain, Inc. ("Iron Mountain"), the most recent of those contracts expired on April 30, 2021, and due to Iron Mountain unwillingness to accept changes to its form contract for accounts under \$25,000 per year, the County decided entered into the Agreement, which expires on August 31, 2026.

GRM has performed satisfactorily under the Agreement. In addition, GRM is the only other vendor available in our area for 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, instead of allowing that such contract with Iron Mountain renewed automatically for another one-year period.

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 Records and Archives Center, 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.

Accordingly, the attached resolution is submitted for your consideration.

MB/cmc

RESOLUTION

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

RESOLVED: that pursuant to Section 3 (a) xxi of the Westchester County Procurement Policy and Procedures, it is hereby determined that application of the procedural requirements contained therein, including the necessity of soliciting written quotations, is not in the best interest of the County of Westchester in connection with the procurement of an agreement for secured underground environmentally controlled storage area services for the Department of Information Technology, Records and Archives Center from GRM Information Maintenance Services, Inc., for a term commencing on September 1, 2026 and expiring on August 31, 2031, for an amount not-to-exceed of \$61,500.00.