



Council Agenda Report

To: Mayor Silverstein and the Honorable Members of the City Council

Prepared by: Christina Muñoz, Deputy City Clerk

Reviewed by: Kelsey Pettijohn, City Clerk

Approved by: Rob DuBoux, Interim City Manager

Date prepared: February 1, 2026 Meeting date: February 23, 2026

Subject: Amendment to Professional Services Agreement with Record Xpress of California, LLC (DBA Access)

RECOMMENDED ACTION: Authorize the Mayor to execute Amendment No. 3 to Professional Services Agreement with Record Xpress of California LLC, (DBA Access), for storage of the City's offsite records, services and transportation pertaining to records management to extend the term of the Agreement to December 31, 2027, update the fee schedule, and increase the not to exceed amount to \$90,000.

FISCAL IMPACT: Funding for this Agreement was included in the Adopted Budget for FY 2025-26 in Account No. 100-7059-5720 (Non-Departmental Services - Off-site Storage). Additional funding for this account is included in the FY 2025-26 Mid-year Budget to account for the additional costs of adding a large volume of records to off-site storage during FY 2025-26.

STRATEGIC PLAN IMPLEMENTATION: N/A.

DISCUSSION: The City has utilized offsite records storage since 1999. In 2005, the City of Malibu entered into a Professional Services Agreement with Fortress Records Management, purchased by Access in 2010, to store the City's offsite records and other records related services. Access is currently providing offsite records storage and the City has over 1,364 boxes in storage.

As part of the City's ongoing efforts to create additional workspace in City Hall to support recovery efforts and other operations, more project files have been moved to offsite storage. Changing records storage providers at this time would not be practical or feasible,

especially while the City continues to prioritize recovery efforts, as continuity of service is critical to ensure integrity of records. Relocating a large volume of records and procuring a new vendor would be operationally disruptive and could significantly delay staff's ability to request and receive project files in a timely manner. To accommodate the increase in stored boxes, additional retrieval fees, and the annual 5% price increase allowed under the agreement over the two additional years, it is necessary to increase the not to exceed amount from \$50,000 to \$90,000.

ATTACHMENTS: Amendment No. 3 to Professional Services Agreement

AMENDMENT NO. 3 TO AGREEMENT FOR PROFESSIONAL SERVICES

THIS AMENDMENT NO. 3 TO AGREEMENT FOR PROFESSIONAL SERVICES (“Amendment No. 3”) is made and entered into on February 11, 2026, by and between the CITY OF MALIBU, a municipal corporation, hereinafter referred to as “City”, and Record Xpress of California, LLC, a Delaware Limited Liability Company, hereinafter referred to as “Consultant”. City and Consultant are each a “Party” and collectively, the “Parties”.

The City and the Consultant agree as follows:

RECITALS

- A. On February 10, 2020, the City entered into an Agreement with Consultant for consulting services for storage of the City’s offsite records, record center services (destruction of some records, retrieval of City files and containers, and additions of new City files and containers), media vault services, and transportation services pertaining to records management services (the “Agreement”).
- B. On December 13, 2021, the City entered into Amendment No. 1 to the Agreement to extend the term to December 31, 2023, and updating the fee schedule.
- C. On February 28, 2024, the City entered into Amendment No. 2 to the Agreement to extend the term to December 31, 2025, and update the fee schedule.
- D. Pursuant to Amendment No. 2 to the Agreement, Consultant increased the prices in Price Schedules A, B, C, and D by 5%.
- E. The Parties desires to amend the Agreement to extend the term through December 31, 2027, and Consultant has submitted a proposal for this purpose that is acceptable to the City.

NOW THEREFORE, in consideration of their mutual promises, obligations and covenants hereinafter contained, the Parties hereto agree as follows:

- 1. Section 2.0 – Term of Agreement, of the Agreement, is hereby extended to December 31, 2027, the Renewal Term.
- 2. Section 4.0 – Compensation for Services, of the agreement is hereby amended to increase the total not to exceed amount to \$90,000 per year.
- 3. During the Renewal Term, Consultant may amend pricing and services in the Price Schedule from time to time, but no more than once per year, in its reasonable discretion upon thirty (30) days prior notice to the City, provided that charges for Services shall not be increased more than five percent (5%) during any one year during the Renewal Term of the Agreement.
- 4. The Parties further agree to replace the existing Agreement Pricing Schedules as outlined in the original Schedules A, B, C, and D with Price Schedules listed in Exhibit A attached to this amendment.
- 5. The Parties agree that this Amendment No. 3 will be considered signed when the signature of a party is delivered physically or by facsimile transmission or scanned

and delivered via electronic mail. Such facsimile or electronic mail copies will be treated in all respects as having the same effect as an original signature.

- 6. All terms and conditions of the Agreement not amended by this Amendment No. 3 remain in full force and effect

This Amendment No. 3 is executed on _____, at Malibu, California, and effective as of December 31, 2025.

CITY:

City of Malibu,
a municipal corporation

CONSULTANT:

Record Xpress of California, LLC,
a Delaware limited liability Company,

Bruce Silverstein, Mayor

Signed by:
Dawn Leonard
C0E274EBC175445...

By: Dawn Leonard
Title: Vice President, Retention

ATTEST:

KELSEY PETTIJOHN, City Clerk
(seal)

APPROVED AS TO FORM:

THIS DOCUMENT HAS BEEN REVIEWED
BY THE CITY ATTORNEY'S OFFICE

TREVOR RUSIN, Interim City Attorney

Exhibit A

PRICE SCHEDULE

Pricing is quoted in USD dollars and is exclusive of all taxes.

**Schedule A
City Of Malibu**

Record Center Storage

Product Name	Price	Unit of Measure	Additional Description
Container storage - (per cu/ft)	\$0.6186	Per Cubic Foot	Per 30 Days
File Tracking	\$0.0310	Per Per File	
Minimum Monthly Storage	\$125.1574	Per Invoice Per 30 Days	Per Month
Initial Onboarding - Add New Container (per cu/ft)	\$2.5000	Per Cubic Foot	

Record Center Services

Product Name	Price	Unit of Measure	Additional Description
Destruction - Certified Shred Container (per cu/ft)	\$7.3615	Per Cubic Foot Plus Retrieval	Plus retrieval
Add New Container (per cu/ft)	\$3.4709	Per Cubic Foot	
Shelve Container	\$4.7412	Per Cubic Foot	
Refile Container (per cu/ft)	\$5.2662	Per Cubic Foot	
Permanent Removal File	\$6.3239	Per Cubic Foot Plus Retrieval	Plus retrieval
Retrieve File - Destruction	\$5.3313	Per Item	
Destruction by Certified Shred - File (Boxed or Open Shelf)	\$5.2676	Per Item Plus Retrieval	Plus retrieval
Add New File	\$3.0924	Per Item	
Refile File	\$5.3315	Per Item	
Retrieve Container - Permanent Removal (per cu/ft)	\$5.2213	Per Cubic Foot	
Permanent Removal - Account Termination - Container	\$12.8381	Per Cubic Foot plus retrieval and dock access	Plus retrieval
Permanent Removal Container (per cu/ft)	\$6.7122	Per Cubic Foot Plus Retrieval	Plus retrieval
Retrieve Container (per cu/ft)	\$5.2213	Per Cubic Foot	
Retrieve File	\$5.3315	Per Item	
Retrieve Container - Destruction (per cu/ft)	\$5.2213	Per Cubic Foot	
Retrieve File - Permanent Removal	\$5.3313	Per Item	

Transportation Services

Product Name	Price	Unit of Measure	Additional Description
Transportation Handling - Container (per cu/ft)	\$3.0336	Per Cubic Foot	
Same Day Delivery / Pickup	\$84.1277	Per Trip	
Wait Time (Minimum 1/4 Hour)	\$22.5546	Each	
Standard Delivery / Pickup	\$66.9913	Per Trip	
Rush Delivery	\$179.8244	Per Trip	
After Hours Emergency Delivery	\$302.9838	Per Trip	
Transportation Handling - File	\$2.3210	Per Item	
Additional Stops (Multiple locations/recipients)	\$5.7878	Per Trip	

Additional Services

Product Name	Price	Unit of Measure	Additional Description
Metro Market Surcharge	\$25.0000	Per Month	
Access Premier Protect	\$59.0000	Per Month	
Audit/Viewing/Floor Space Utilization Fee	\$57.8776	Per Hour	
Cancelled Request (per item)	\$7.5182	Per Item	
Access Classic Services Portal + Access Classic Metrics	\$12.1551	Per Month	
Retrieve File - Expedited (Priority Surcharge)	\$4.5110	Per Item	
Dock Access - (per cu/ft)	\$3.0082	Per Cubic Foot	
Repacking of Damaged Container	\$6.4869	Each plus cost of new container	Plus cost of new container
Minimum Work Order Charge	\$13.4745	Per Order	
Phone/Email Reference (Order Entry Fee)	\$12.4140	Per Order	
Retrieve Container - Expedited (Priority Surcharge)	\$4.7732	Per Cubic Foot	
File Not Found	\$6.0147	Per Item	
Index File/Container information	\$0.8022		
Administration Charge (Summary)	\$83.7908	Per Invoice	
Minimum Work Order Charge	\$15.9700		
Dock Access	\$3.0072	Per Item	
File Folder Level Indexing / Data Entry Performed by Access	\$0.9260	Per Item	
Labor - Container 2	\$104.2451		
Dock Access - File	\$1.8521	Per Item	
Container Level Data Entry Performed by Access	\$1.0241	Per Item	
Information Security Surcharge	\$26.7412	Per Invoice	
Labor (per hour)	\$57.8776	Per Hour	
Administration Charge (Detailed by Department)	\$70.7667	Per Invoice	
Inter-File Document	\$6.8272	Per Item	

Record Center Materials

Product Name	Price	Unit of Measure	Additional Description
Legal Transfile Box / 10 Boxes & Lids Bundle	\$8.4973	Per Item	
Microfiche or Check / Individual Box	\$3.4731	Per Item	
Drawing Bags / Individual Bag	\$5.7884	Per Item	
Access Storage Container (10x12x15)	\$5.7401	Per Item	
Legal Transfile/ Individual Box & Lid	\$12.2904	Per Item	
1.2 Box Lid (No Box) / Individual Lid Only	\$2.4172	Per Item	
2.4 Letter Transfile Box / 10 Boxes & Lids Bundle	\$6.5663	Per Item	
X-Ray / 20 Box Bundle	\$167.8644	Per Item	
1.2 Standard Box / 10 Boxes & Lids Bundle	\$40.9681	Per Item	
X-Ray Box / Individual Box	\$5.7884	Per Item	

**Schedule B
City Of Malibu**

Shredding – Schedule Service

Product Name	Price	Unit of Measure	Additional Description
Executive Console - Scheduled Rotation / Plant	\$39.3833	Per Trip	
65 Gallon Bin - Scheduled Rotation / Plant	\$46.1000	Per Trip	
95 Gallon Bin - Scheduled Rotation / Plant	\$66.1640	Per Trip	
Shredding Service Minimum - Plant	\$35.0000	Per Trip	

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65 Gallon Bin - Initial Delivery	\$0.0000	Per Item	
Media Shredinator - Unscheduled Rotation / Plant	\$4.9187		

Shredding – Per Item

Product Name	Price	Unit of Measure	Additional Description
Shred - per Standard Banker Box - 1.2 Cuft	\$7.9370	Per Item	
Pickup Direct Destruction - per order	\$2.3153		

Shredding – Media

Product Name	Price	Unit of Measure	Additional Description
Shredding Service Minimum – Hard Drives	\$29.4455	Per Item	

Shredding – Additional Services

Product Name	Price	Unit of Measure	Additional Description
Deliver Shred key	\$5.0000	Per Item	
Project Management - Recurring Shred	\$250.0000	Per Hour	
Flat Rate Shred Service	\$1,102.5000	Per Invoice	
One Time Shred Service Minimum	\$119.7000	Per Trip	
Project Management - One-Time Shred	\$262.5000	Per Hour	
Labor - Shredding (per hour)	\$267.3947	Per Hour	

Shredding – Transportation

Product Name	Price	Unit of Measure	Additional Description
Scheduled Shred Rotation - Plant	\$47.5615	Per Trip	
Shred Rotation - Attempted Shred Service	\$39.3568	Per Trip	
Unscheduled Shred Rotation	\$23.1510	Per Trip	
Metro Market Service Fee	\$0.0000	Per Trip	
Tier 3 Transportation	\$27.7812	Per Trip	
Tier 4 Transportation	\$34.7265	Per Trip	
Tier 2 Transportation	\$20.8359	Per Trip	

**Schedule C
City Of Malibu**

Media Vault Storage

Product Name	Price	Unit of Measure	Additional Description
Media Storage - Slotted Tape	\$0.6708	Per Item	
Media Case Storage - Large	\$1.3841	Per Item	
Media Storage - Miscellaneous Media container	\$51.5365		
Media Case Storage - Small	\$29.4495	Per Item	

Media Vault Services

Product Name	Price	Unit of Measure	Additional Description
Retrieve Tape Container - Expedited (Priority Surcharge)	\$4.4168	Per Item	
Add New Tape	\$4.4900	Per Item	
Add New Media Case - Small	\$3.6807	Per Item	
Permanent Removal Small Media Case	\$14.3056	Per Item	
Retrieve Tape	\$5.4294	Per Item	
Destruction - per Tape	\$9.0914	Per Item	

Media Handling / Permanent Removal Account Closing - per individual item	\$2.2085		
Retrieve Tape - Expedited (Priority Surcharge)	\$4.4168	Per Item	
Retrieve Small Media Case	\$4.4168	Per Item	
Media Handling / Permanent Removal Account Closing - per small container	\$11.7783		
Permanent Removal Tape	\$6.9523	Per Item	

Transportation Services

Product Name	Price	Unit of Measure	Additional Description
Unscheduled Next Day Media Delivery / Pickup	\$105.1625	Per Trip	
After Hours Media Transportation	\$315.4876	Per Trip	
Transportation Handling - Tape Container	\$2.9444	Per Item	
Transportation Handling - Tape	\$3.1205	Per Item	
Rush Media Transportation	\$139.8660	Per Trip	

**Schedule D
City Of Malibu**

Conversion Services – Business Process

Product Name	Price	Unit of Measure	Additional Description
Third Party Shipping Fees	\$1.0000	Per Order	
Minimum Monthly Invoice Charge	\$169.3176	Per Invoice	

Conversion Services – Scan on Demand

Product Name	Price	Unit of Measure	Additional Description
Scan on Demand - Next Day Digital Delivery - per file	\$11.5755	Per File	
Scan on Demand - Same Day Digital Delivery (per file)	\$17.3633	Per File	
Scan on Demand - Rush Digital Delivery (per file)	\$34.7265	Per File	
Scan on Demand - After Hours Delivery (per file)	\$46.3022	Per File	

- Storage charges are billed in advance, services billed in arrears.
- Retrievals are limited to 50 items per day or additional fees may apply.
- Fuel Surcharges apply to transportation activity and/or secure destruction services and will fluctuate
- Any services not quoted will be charged at the standard rates which are available upon request.

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Record Xpress of California LLC
4 First Ave
Peabody, MA 01960

Client Entity: City Of Malibu
Billing Address:
A P
23825 Stuart Ranch Rd
Malibu, CA 90265
US

Delivery Address:
Heather Glaser
23825 Stuart Ranch Rd
Malibu, CA 90265
US

Prepared By: Grace Thorney
Email: grace.thorney@accesscorp.com

Contact: Christina Muñoz
Email: cmunoz@malibucity.org
Quote Expiration Date: 3/14/2026
Expected Service(s) Start Date: 2/28/2026

Notes:

Recurring Services	Unit Price	Unit of Measure	Est. Quantity	Monthly Total - current rates at the time of Service
Administration Charge (Summary)	USD 83.7908	Per Invoice	1	USD 83.7908
Access Online Tools: FileBRIDGE Records + FileBRIDGE METRICS	USD 12.1551	Per Month	1	USD 12.1551
Information Security Surcharge	USD 26.7412	Per Invoice	1	USD 26.7412
Container storage - (per cu/ft)	USD 0.6186	Per Cubic Foot	2,078.40	USD 1,285.6982
Media Storage - Slotted Tape	USD 0.6708	Per Item	327	USD 219.3516
			TOTAL:	USD 1,627.7369

Recurring Shredding Services	Unit Price	Unit of Measure	Est. Quantity	Annual Total
Scheduled Shred Rotation - Plant	USD 47.5615	Per Trip	18	USD 856.1070
65 Gallon Bin - Service / Plant	USD 46.1000	Per Trip	36	USD 1,659.6000
			TOTAL:	USD 2,515.7070

Branch	Estimated Cubic Feet
Los Angeles/Ontario CA	2,078.4

Additional Services	Unit Price	Unit of Measure
1.2 Standard Box / 10 Boxes & Lids Bundle	USD 40.9681	Per Item
X-Ray / 20 Box Bundle	USD 167.8644	Per Item
Legal Transfile Box / 10 Boxes & Lids Bundle	USD 8.4973	Per Item
Legal Transfile/ Individual Box & Lid	USD 12.2904	Per Item
2.4 Letter Transfile Box / 10 Boxes & Lids Bundle	USD 6.5663	Per Item
Microfiche or Check / Individual Box	USD 3.4731	Per Item
Access Storage Container (10x12x15)	USD 5.7401	Per Item
1.2 Box Lid (No Box) / Individual Lid Only	USD 2.4172	Per Item
Drawing Bags / Individual Bag	USD 5.7884	Per Item
X-Ray Box / Individual Box	USD 5.7884	Per Item
File Tracking	USD 0.0310	Per Per File
Minimum Monthly Storage	USD 125.1574	Per Invoice Per 30 Days

Quote Number: Q-419377

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Additional Services	Unit Price	Unit of Measure
Minimum Monthly Invoice Charge	USD 189,3178	Per Invoice
Pickup Direct Destruction - per order	USD 2,3153	
Add New Container (per cu/ft)	USD 3,4709	Per Cubic Foot
Add New File	USD 3,0924	Per Item
Add New Tape	USD 4,4900	Per Item
Add New Media Case - Small	USD 3,6807	Per Item
Initial Onboarding - Add New Container (per cu/ft)	USD 2,5000	Per Cubic Foot
Cancelled Request (per item)	USD 7,5182	Per Item
File Folder Level Indexing / Data Entry Performed by Access	USD 0,9260	Per Item
Inter-File Document	USD 6,8272	Per Item
Labor - Container 2	USD 104,2451	
Labor (per hour)	USD 57,8776	Per Hour
Labor - Shredding (per hour)	USD 267,3947	Per Hour
Index File/Container information	USD 0,8022	
Minimum Work Order Charge	USD 15,9700	
Minimum Work Order Charge	USD 13,4745	Per Order
File Not Found	USD 6,0147	Per Item
Phone / Fax / Email order Surcharge - Avoid this fee by utilizing FileBRIDGE.com	USD 12,4140	Per Order
Destruction - Certified Shred Container (per cu/ft)	USD 7,3615	Per Cubic Foot Plus Retrieval
Permanent Removal Container (per cu/ft)	USD 6,7122	Per Cubic Foot Plus Retrieval
Permanent Removal - Account Termination - Container	USD 12,8381	Per Cubic Foot plus retrieval and dock access
Repacking of Damaged Container	USD 6,4869	Each plus cost of new container
Retrieve Container - Destruction (per cu/ft)	USD 5,2213	Per Cubic Foot
Retrieve Container - Permanent Removal (per cu/ft)	USD 5,2213	Per Cubic Foot
Retrieve Container (per cu/ft)	USD 5,2213	Per Cubic Foot
Retrieve File - Permanent Removal	USD 5,3313	Per Item
Retrieve File - Destruction	USD 5,3313	Per Item
Retrieve File	USD 5,3315	Per Item
Retrieve Tape	USD 5,4294	Per Item
Retrieve Small Media Case	USD 4,4168	Per Item
Destruction by Certified Shred - File (Boxed or Open Shelf)	USD 5,2676	Per Item Plus Retrieval
Permanent Removal File	USD 6,3239	Per Cubic Foot Plus Retrieval
Refile Container (per cu/ft)	USD 5,2662	Per Cubic Foot
Refile File	USD 5,3315	Per Item
Administration Charge (Detailed by Department)	USD 70,7667	Per Invoice
Destruction - per Tape	USD 9,0914	Per Item
Permanent Removal Tape	USD 6,9523	Per Item
Permanent Removal Small Media Case	USD 14,3056	Per Item
Media Handling / Permanent Removal Account Closing - per individual item	USD 2,2085	
Media Handling / Permanent Removal Account Closing - per small container	USD 11,7783	
Audit/Viewing/Floor Space Utilization Fee	USD 57,8776	Per Hour
Retrieve Container - Expedited (Priority Surcharge)	USD 4,7732	Per Cubic Foot

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Additional Services	Unit Price	Unit of Measure
Retrieve File - Expedited (Priority Surcharge)	USD 4.5110	Per Item
Retrieve Tape - Expedited (Priority Surcharge)	USD 4.4168	Per Item
Retrieve Tape Container - Expedited (Priority Surcharge)	USD 4.4168	Per Item
Shelve Container	USD 4.7412	Per Cubic Foot
Shredding Service Minimum – Hard Drives	USD 29.4455	Per Item
Sites	USD 0.0000	
Scan on Demand - Next Day Digital Delivery - per file	USD 11.5755	Per File
Scan on Demand - Rush Digital Delivery (per file)	USD 34.7265	Per File
Scan on Demand - Same Day Digital Delivery (per file)	USD 17.3633	Per File
Scan on Demand - After Hours Delivery (per file)	USD 46.3022	Per File
Media Shredinator - Unscheduled Rotation / Plant	USD 4.9187	
Container Level Data Entry Performed by Access	USD 1.0241	Per Item
Wait Time (Minimum 1/4 Hour)	USD 22.5546	Each
Media Case Storage - Small	USD 29.4495	Per Item
Media Case Storage - Large	USD 1.3841	Per Item
Media Storage - Miscellaneous Media container	USD 51.5365	
Tier 2 Transportation	USD 20.8359	Per Trip
Tier 3 Transportation	USD 27.7812	Per Trip
Tier 4 Transportation	USD 34.7265	Per Trip
Rush Delivery - After Hours	USD 302.9838	Per Trip
Rush Delivery	USD 179.8244	Per Trip
Transportation Handling - Container (per cu/ft)	USD 3.0336	Per Cubic Foot
Dock Access - (per item)	USD 3.0072	Per Item
Transportation Handling - File	USD 2.3210	Per Item
Dock Access - (per cu/ft)	USD 3.0082	Per Cubic Foot
Dock Access - File	USD 1.8521	Per Item
Transportation Handling - Tape Container	USD 2.9444	Per Item
Transportation Handling - Tape	USD 3.1205	Per Item
Metro Market Service Fee	USD 0.0000	Per Trip
Additional Stops (Multiple locations/recipients)	USD 5.7878	Per Trip
Same Day Delivery / Pickup	USD 84.1277	Per Trip
Standard Delivery / Pickup	USD 66.9913	Per Trip
Rush Media Transportation	USD 139.8660	Per Trip
After Hours Media Transportation	USD 315.4876	Per Trip
Unscheduled Next Day Media Delivery / Pickup	USD 105.1625	Per Trip
Third Party Shipping Fees	USD 1.0000	Per Order
Executive Console - Service / Plant	USD 39.3833	Per Trip
95 Gallon Bin - Service / Plant	USD 66.1640	Per Trip
Shredding Service Minimum - Plant	USD 35.0000	Per Trip
Shred Rotation - Attempted Shred Service	USD 39.3568	Per Trip
Unscheduled Shred Rotation	USD 23.1510	Per Trip
Deliver Shred key	USD 5.0000	Per Item
Project Management - Recurring Shred	USD 250.0000	Per Hour

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Additional Services	Unit Price	Unit of Measure
65 Gallon Bin - Initial Delivery	USD 0.0000	Per Item
Shred - per Standard Banker Box - 1.2 Cuft	USD 7.9370	Per Item
One Time Shred Service Minimum	USD 119.7000	Per Trip
Project Management - One-Time Shred	USD 262.5000	Per Hour
Flat Rate Shred Service	USD 1,102.5000	Per Invoice