



Legislation Details (With Text)

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File created: 11/16/2021 **In control:** Board of Supervisors

On agenda: 12/14/2021 **Final action:** 12/14/2021

Title: Recorder-Clerk recommending the Board:
 1) Approve and authorize the continued use of perpetual Agreement 2602 with Iron Mountain Information Management, LLC through December 31, 2022 for the provision of off-site, climate-controlled records and media storage; and
 2) Authorize the Purchasing Agent to process a change order to add \$8,300 to Agreement 2602 to pay invoices from March 1, 2021 to December 31, 2022.

FUNDING: Micrographics Trust Fund.

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Schedule A 2021

| Date | Ver. | Action By | Action | Result |
|------------|------|----------------------|----------|--------|
| 12/14/2021 | 1 | Board of Supervisors | Approved | Pass |

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FUNDING: Micrographics Trust Fund.

DISCUSSION / BACKGROUND

The County has contracted with Iron Mountain Information Management, LLC since 2007 for off-site climate-controlled storage of documents and data tapes. Historically, each department had its own agreement, however in 2011, Procurements and Contracts merged the services utilized by each department under one County-wide agreement. The terms of the combined agreement allowed for an annual increase to the total compensation of an amount not to exceed 4% over the previous year. In 2015, Procurement and Contracts negotiated new terms with Iron Mountain which resulted in a new three-year County-wide agreement with set pricing for the first year and an annual increases not to exceed 1.5% over the previous year.

While the contract was merged under one County-wide Agreement each department utilizing these services continued to receive separate invoices and budgeted for these services separately. After multiple discussions with Iron Mountain and prior to termination of the most recent Agreement, Procurement and Contracts requested a separate renewal for each department. The new Agreements were negotiated with set pricing for the first year and an increase not to exceed 3.5% over the previous year for two (2) additional years. After year three (3), the rates may be increased

upon thirty (30) days written notice. Schedule A is attached and reflects pricing for 2021, pricing for 2022 was not available at the time this Board item was prepared.

Additional funds were encumbered to the Recorder-Clerk contract for FY 2020-21 when the office conducted an inventory of all the records. The invoices for retrieving and returning the inventory caused there to not be sufficient funds to cover invoices after February 2021. The Department has received notice of a fee increase and in order to take steps to ensure this does not occur in the future, the Recorder-Clerk is requesting an additional \$1,200 be added to the change order, for a total of \$8,300, in order to cover any future retrievals, returns or fee increases for FY 2021-22.

ALTERNATIVES

N/A

PRIOR BOARD ACTION

2/25/2020, 20-0087, Item 12

5/8/2018, 18-0266, Item 43

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Procurements and Contracts

CAO RECOMMENDATION / COMMENTS

Approve as recommended.

FINANCIAL IMPACT

The FY 2021-22 Adopted budget includes funds to cover the requested funds for this Agreement.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Janelle Horne, Recorder-Clerk