



County of El Dorado

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Legislation Text

File #: 11-0963, **Version:** 2

Chief Administrative Office, Procurement and Contracts Division, recommending the Board consider the following:

- 1) Approve the continuation of perpetual Agreement No. 074-S1210 with Iron Mountain Information Management, Inc. for the provision of records and media storage; and
- 2) Authorize an increase to the blanket purchase order in an approximate amount of \$15,000 for Fiscal Year 2014/15.

FUNDING: General Fund and Non-General Fund.

BUDGET SUMMARY:		
Total Estimated Cost		\$15,000.00
Funding		
Budgeted	\$15,000.00	
New Funding	\$	
Savings	\$	
Other	\$	
Total Funding Available	\$15,000.00	
Change To Net County Cost		\$0.00

Fiscal Impact/Change to Net County Cost:

No change to net County cost. Funding is available in each department's budget.

Reason for Recommendation:

In accordance with Board Policy C-17, departments are required to obtain authorization from the Board of Supervisors, on an annual basis, to utilize any contract that does not have a stated contract term. The original Agreement was approved by the Board on August 23, 2011, with an initial three (3) year term, and it is recommended that the Board authorize continued use of this Agreement.

Currently there are three departments that utilize the services of Iron Mountain Information Management. Previously each department (Information Technologies, Development Services, and Recorder-Clerk) had processed their own agreement separately. The Procurement and Contracts Division evaluated the need and determined that it is more practical to consolidate the services into one agreement that could be used by all three departments, and thus allowing additional departments to utilize the same contract on a County-wide basis should the need arise.

The cumulative cost for all three departments is an estimated amount only. The cost could increase depending on the number of departments requiring the services and the volume of articles placed in storage, as well as retrieval charges. Rates and charges for storage services were fixed for the first year and may thereafter be increased once annually by Iron Mountain Information Management by

an amount not to exceed four percent (4%) over the previous year.

It is more economical and feasible to contract out these services as the vendor's facilities are secure and monitored on a 24/7 basis and provide for a climate controlled environment which is necessary to preserve the archived articles. It is more feasible to utilize these services rather than retrofit the current records management center in the basement of the library, which is currently at maximum capacity, to a secured and climate controlled environment.

Contact:

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