



Legislation Text

File #: 18-0266, **Version:** 1

Chief Administrative Office, Procurement and Contracts Division, on behalf of Information Technologies, Planning and Building, and Recorder-Clerk recommending the Board approve and authorize the Purchasing Agent to sign Agreements 2548, 2601, and 2602 with Iron Mountain Information Management, LLC in the combined amount of \$17,000, for the first year, with an effective date retroactive to December 1, 2017 and a one (1) year initial term which shall automatically renew for additional one (1) month terms, for the provision of records and media storage. (Est. Time: 5 Min.)

FUNDING: General and Non-General Funds.

DEPARTMENT RECOMMENDATION

Chief Administrative Office, Procurement and Contracts Division, on behalf of Information Technologies, Planning and Building, and Recorder-Clerk recommending the Board approve and authorize the Purchasing Agent to sign Agreements 2548, 2601, and 2602 with Iron Mountain Information Management, LLC in the combined amount of \$17,000, with an effective date retroactive to December 1, 2017 and a one (1) year initial term which shall automatically renew for additional one (1) month terms, for the provision of records and media storage.

DISCUSSION / BACKGROUND

The County has been contracting with Iron Mountain since 2007 for off-site climate controlled storage of documents and data tapes. Historically, each department had its own agreement. In 2011, Procurement 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 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 County-wide agreement with set pricing for the first year and an annual increase not to exceed 1.5% over the previous year. However, Iron Mountain would only agree to these terms for a three (3) year period.

During the term of this Agreement, departments experienced numerous invoicing issues. Iron Mountain's system had difficulties referencing one contract for each account. While the contract was merged under one County-wide Agreement in 2011, 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.

Regarding the retroactive nature of this agreement; The County began working to renew the existing Agreement in October 2017 but experienced numerous communication difficulties with the vendor. After getting in contact with a third representative, the renewal process officially started to move forward in November 2017. The bulk of the delay was due to many back and forth communications with the vendor regarding language revisions, term and compensation clarification and cleaning up

outdated information on the department's pricing schedules.

The new Agreements were finally received on the day of FENIX Go Live and entered into the system as soon as reasonably possible based on the workload at that time. Because this vendor is somewhat difficult to work with administratively, having these agreements continue perpetually will virtually eliminate this particular situation from occurring again in the future. Going forward, each department will be responsible for including these agreements on their list of perpetual agreements to be approved annually by the Board of Supervisors.

ALTERNATIVES

The Board could chose to not approve these Agreements. Departments would have to find another off-site climate controlled storage solution as the County does not have a sufficient on-site or off-site storage solution.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

N/A

CAO RECOMMENDATION / COMMENTS

It is recommended that the Board approve this item.

FINANCIAL IMPACT

First year costs will remain the same with set incremental price increases not to exceed 3.5% over the previous year for the next two (2) years. Funding for these services is available in each department's budget for FY 2017-18 and will be included for future fiscal years.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

N/A

CONTACT

Alex Strudley