



## Legislation Text

---

**File #:** 20-0087, **Version:** 1

---

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, 2020 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 \$12,000 to Contract 2602 to pay invoices from May 1, 2019 to December 31, 2020.

**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, 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 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.

Transition to separate contracts posed some tracking issues, and funds encumbered to the Recorder-Clerk contract for FY 2018-19 were not sufficient to pay bills after April 2019. The Department received notice of a fee increase however a change order to encumber additional funds was not completed. The Department has taken steps to ensure this does not occur in the future. The total amount of the change order to cover services from May 1, 2019 through December 31, 2020 should be \$12,000, including retrieval and return fees for conducting an inventory of stored documents.

### **ALTERNATIVES**

N/A

### **PRIOR BOARD ACTION**

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

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Procurements and Contracts

**CAO RECOMMENDATION / COMMENTS**

It is recommended that the Board approve this item.

**FINANCIAL IMPACT**

The FY 2019-20 Adopted Budget includes charges for May 2019 thru June 2020, and the FY 2020-21 Recommended Budget will include the charges for July-December 2020.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

N/A

**STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

Janelle Horne, Recorder-Clerk