

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: Fifth Amendment and renewal of RFP-4143-01/GMG - Records Retention Services Agreement with Iron Mountain Information Management, Inc.

DEPARTMENT: Administrative Services

DIVISION: Purchasing and Contracts

AUTHORIZED BY: Frank Raymond

CONTACT: Tammy Roberts

EXT: 7115

MOTION/RECOMMENDATION:

Approve Fifth Amendment and renewal to RFP-4143-01/GMG - Records Retention Services Agreement with Iron Mountain Information Management, Inc.

County-wide

Ray Hooper

BACKGROUND:

RFP-4143-01/GMG provides records storage, retrieval and destruction services for Seminole County's various elected officials. This agreement was awarded by the Board of County Commissioners on March 12, 2002 for five (5) years with five (5) 1-year renewal periods, and is currently in the second of the five 1 year renewal periods. Amendment #5 reflects the most recent increase of 6%, including the addition of administrative fees. Cost increases plus higher storage volume and service requests have raised the annual costs from the initial 2002 estimate of \$90,000 to the current estimated budget of \$143,000, with an anticipated increase of 6% per year for the remaining renewal periods. County staff continues to seek alternative solutions for these services.

Supporting documents include Amendment #5 as prepared by the County Attorney's Office.

STAFF RECOMMENDATION:

Staff recommends that the Board to approve the Fifth Amendment and renewal to RFP-4143-01/GMG - Records Retention Services Agreement with Iron Mountain Information Management, Inc.

ATTACHMENTS:

- 1. 5th Amendment

<p>Additionally Reviewed By:</p> <p><input checked="" type="checkbox"/> County Attorney Review (Ann Colby)</p>

**FIFTH AMENDMENT TO RECORDS RETENTION SERVICES AGREEMENT
(RFP-4143-01/GMG)**

THIS FIFTH AMENDMENT is made and entered into this _____ day of _____, 20____ and is to that certain Agreement made and entered into on July 8, 2002, as amended on March 8, 2005, May 11, 2006, July 5, 2007, and on June 26, 2008, between **IRON MOUNTAIN INFORMATION MANAGEMENT, INC.**, whose address is 121-B Kelsey Lane, Tampa, Florida 33619, hereinafter referred to as "CONTRACTOR," and **SEMINOLE COUNTY**, a political subdivision of the State of Florida, whose address is Seminole County Services Building, 1101 East First Street, Sanford, Florida 32771, hereinafter referred to as "COUNTY".

W I T N E S S E T H:

WHEREAS, the CONTRACTOR and COUNTY entered into the above referenced Agreement on July 8, 2002, as amended on March 8, 2005, May 11, 2006, July 5, 2007, and on June 26, 2008, for records retention services; and



WHEREAS, the parties desire to amend the Agreement so as to enable both parties to continue to enjoy the mutual benefits it provides; and

WHEREAS, Section 24 of the Agreement provides that any amendments shall be valid only when expressed in writing and duly signed by the parties,

NOW, THEREFORE, in consideration of the mutual understandings and agreements contained herein, the parties agree to amend the Agreement as follows:

1. Exhibit "A" of the Agreement is deleted and is replaced by the new Exhibit "A", attached hereto.
2. Except as herein modified, all terms and conditions of the Agreement shall remain in full force and effect for the term of the Agreement, as originally set forth in said Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this instrument for the purpose herein expressed.

ATTEST:

IRON MOUNTAIN INFORMATION
MANAGEMENT, INC.

, Secretary

(CORPORATE SEAL)

By: _____
JOHN LUDWIG, General Manager

Date: _____

ATTEST:

BOARD OF COUNTY COMMISSIONERS
SEMINOLE COUNTY, FLORIDA

MARYANNE MORSE
Clerk to the Board of
County Commissioners of
Seminole County, Florida.

By: _____
BOB DALLARI, Chairman

Date: _____

For the use and reliance
of Seminole County only.

As authorized for execution
by the Board of County Commissioners
at their _____, 20____
regular meeting.

Approved as to form and
legal sufficiency.

County Attorney
AEC/lpk
5/26/09 5/27/09
P:\Users\Legal Secretary CSB\Purchasing 2009\Agreements\RFP-4143 5am.doc

Attachment:
Exhibit "A" - Rate Schedule

Exhibit A

Amendment #5 to RFP-4143-01/GMG - Term Contract for Records Retention Services			
Item No.	Description of Services	Units	Unit Price
0001	Initial Pickup, Delivery and Processing of current inventory to storage	cf	NA
0002	Storage of hard copy records, monthly charge per cubic foot	cf	\$ 0.1860
0003	Climate controlled storage of microform, monthly charge per cubic foot	cf	\$ 0.7790
0004	New records to storage (includes pickup, receiving and data entry) charge per cubic foot	cf	\$ 1.34
0005	Retrieval or refiles of files, charge per file/file reference inquiry	ea	\$ 1.11 standard \$ 5.83 rush
0006	Retrievals or refiles of cartons, charge per carton per cubic foot/and per reference box inquiry	cf	\$ 1.39 standard \$ 5.46 rush
0007	Destruction/shredding of hard copy records (includes retrieval) charge per carton per cubic foot	cf	\$ 3.73 (\$2.34 destroy plus \$1.39 retrieval)
0008	Permanent removal of records, charge per cubic foot	cf	\$ 5.41 (\$4.02 destruct plus \$1.39 retrieval)
0009	Next day delivery for retrievals (notification prior to 3 pm the previous day) 2 day for standard pickup, Charge per stop)	Stop + cu. ft.	\$ 13.25 (next day retrieval) \$ 13.25 (2nd day pickup) \$ 31.80 (half day) (plus \$1.34 per cubic foot)
0010	Rush delivery (within 3 hours during normal business hours) charge per stop	Stop + cu. ft.	\$ 53.00 (plus handling: \$1.34 per cubic foot)
0011	Emergency delivery (within 4 hours outside of normal business hours) charge per stop After Hours/Weekends/Holidays	Stop + cu. ft.	\$ 106.00 (plus handling: \$1.34 per cubic foot)
0012	Storage Boxes: Standard 1.2 cf w/lid	ea.	\$ 2.77
0013	Fuel Surcharge	trip	Based on US Dept. of Energy National US Average On-Highway Diesel Fuel Prices as outlined in attached Iron Mountain Policy-US. Change in % applied to total monthly transportation fees.
0014	Repack	carton	\$ 5.00
0015	Administration fee	per account	\$ 25.12 (Summary Invoice) \$ 62.80 (Detailed Invoice)
0016	Interfiles		\$ 2.57 (filing documents into files)