

A G E N D A



Recommendation for Council Action (Purchasing)

Austin City Council

Item ID:

Agenda Number

26.

Meeting Date:

March 8, 2012

Department:

Purchasing

Subject

Authorize award and execution of a 60-month requirements service contract with IRON MOUNTAIN for off-site records storage services for the City Clerks Office in an estimated amount not to exceed \$1,736,947.

Amount and Source of Funding

Funding in the amount of \$200,000 is available in the Fiscal Year 2011-2012 Operating Budget of the Financial Services Department. Funding for the remaining months of the original contract period and the extension options is contingent upon available funding in future budgets.

Fiscal Note

There is no unanticipated fiscal impact. A fiscal note is not required.

Purchasing
Language:

Single Source

Prior Council
Action:For More
Information:

Brenda Helgren, Sr. Buyer/974-9141

Boards and
Commission
Action:

MBE / WBE:

This contract will be awarded in compliance with Chapter 2-9C of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

Related Items:

Additional Backup Information

This purchase is for records storage, retrieval, box supplies and destruction services from Iron Mountain for the City Clerk's office. Iron Mountain is the City's current vendor for records storage and retrieval services and has been the City Clerk's provider of these services for the past eleven years.

Iron Mountain is the only company with the experience in the Austin area to handle the volume of records currently in storage, the volume of requests from multiple City facilities for deliveries and pick-ups, vault storage for permanent records; and adequate space for expansion. This level of service includes facilities that are climate controlled and monitored for security; on-line ordering and reporting capabilities; delivery and storage services for paper records, microfilm, microfiche, engineering drawings, plots and other types of electronic media. The demand for quick service is essential to ensure the City can adhere to open records requests and other legal requirements. Secure, climate controlled storage is required to adhere to City record retention and preservation requirements. Additionally, Iron Mountain has the capacity to accommodate future growth of City records storage needs and has developed an automated process for submitting requests for services that automatically updates the City's records tracking software and the vendors tracking software to track the activity history of City records moving in and out of Iron Mountain's facilities.

The contract price is calculated on a rate of \$0.173 cents per box per month plus additional fees for retrieval, supplies and other services. In addition, this contract includes the purchase of records center box supplies, reducing the cost for box supplies from \$5.00 each to \$1.89 each.