County of Monterey

Board Report

Legistar File Number: A 23-012

Item No.

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

February 07, 2023

Introduced: 1/17/2023

Version: 1

Current Status: Agenda Ready

Matter Type: BoS Agreement

a. Approve and authorize the Contracts/Purchasing Officer or the Contracts/Purchasing Supervisor, on behalf of the County Clerk/Recorder, to execute an agreement with Iron Mountain Information Management, LLC, for microfilm/microfiche storage in an amount not to exceed $57,000 retroactively for July 1, 2022 to June 30, 2024; and

b. Accept non-standard language in the agreement provided by the vendor as recommended by the County Clerk/Recorder; and

c. Authorize the Contracts/Purchasing Officer or the Contracts/Purchasing Supervisor to sign up to three (3) future one (1) year amendments to the agreement, with the same scope of services and the same non-standard language provisions, for a total aggregate contract amount of not to exceed $160,000.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

a. Approve and authorize the Contracts/Purchasing Officer or the Contracts/Purchasing Supervisor, on behalf of the County Clerk/Recorder, to execute an agreement with Iron Mountain Information Management, LLC, for microfilm/microfiche storage in an amount not to exceed $57,000 retroactively for July 1, 2022 to June 30, 2024; and

b. Accept non-standard language in the agreement provided by the vendor as recommended by the County Clerk/Recorder; and

c. Authorize the Contracts/Purchasing Officer or the Contracts/Purchasing Supervisor to sign up to three (3) future one (1) year amendments to the agreement, with the same scope of services and the same non-standard language provisions, for a total aggregate contract amount of not to exceed $160,000.

SUMMARY/DISCUSSION:

The proposed agreement contains non-standard indemnification and liability provisions; however, Iron Mountain Information Management, LLC ("Iron Mountain") has provided offsite storage services to the County Clerk/Recorder ("CCR") since 1985 without incident and these non-standard provisions are industry-wide standard although not County standard. The services provided by Iron Mountain are necessary for the offsite preservation, protection, and retention of Monterey County's official and vital records as mandated by Government Code section 27322.2.

The CCR requests that Board approves an agreement effective July 1, 2022 through June 30, 2024, including non-standard provisions, between Iron Mountain and the Monterey CCR office. The agreement is for microfilm/microfiche storage and ensures the offsite vaulted preservation, protection,

and retention of Official and Vital Records for Monterey County as mandated by Government Code section 27322.2. Therefore, the CCR requests the Board of Supervisors' approval to continue storage with Iron Mountain.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed the agreement and approves to form upon client acceptance of non-standard terms. County Risk Management cannot approve the agreement due to non-standard indemnity and liability provisions.

FINANCING:

The funds for payment of this agreement have been included in the CCR (1180-ACR003-8004) FY 2022-23 Adopted Budget. Transactions relating to future fiscal years will be included in each respective Recommended Budget.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This report correlates to the Administration Strategic Initiatives adopted by the Board of Supervisors by ensuring the preservation, protections, and retention of Monterey County's official and vital records as mandated by Government Code section 27322.2.

__Economic Development

_x_ Administration

___Health & Human Services

___Infrastructure

___Public Safety

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Authorized by:

Marina Camacho

Assessor-County Clerk/Recorder, x5874

Attachments:

Service Agreement