



Board Report

File #: A 15-251, Version: 1

- a. Ratify and authorize the Contracts/Purchasing Officer, on behalf of the Information Technology Department, to execute an agreement with Iron Mountain Information Management, LLC, in the yearly amount of \$70,000 for FY 2015-16, FY 2016-17, and FY 2017-18 for a total amount not to exceed \$210,000;
- b. Accept non-standard language in the agreement provided by the vendor as recommended by the Director of Information Technology; and
- c. Authorize the Contracts/Purchasing Officer to sign no more than two future renewal agreements of one year each with this vendor, with the same scope of services and the same non-standard language provisions, each renewal agreement to increase in amount to no more than \$77,000 each (a 10% cap on any increase over the original contract amount of \$70,000 per year), as recommended by the Director of Information Technology.

RECOMMENDATIONS:

It is recommended that the Board of Supervisors:

- a. Ratify and authorize the Contracts/Purchasing Officer, on behalf of the Information Technology Department, to execute an agreement with Iron Mountain Information Management, LLC, in the yearly amount of \$70,000 for FY 2015-16, FY 2016-17, and FY 2017-18 for a total amount not to exceed \$210,000;
- b. Accept non-standard language in the agreement provided by the vendor as recommended by the Director of Information Technology; and
- c. Authorize the Contracts/Purchasing Officer to sign no more than two future renewal agreements of one year each with this vendor, with the same scope of services and the same non-standard language provisions, each renewal agreement to increase in amount to no more than \$77,000 each (a 10% cap on any increase over the original contract amount of \$70,000 per year), as recommended by the Director of Information Technology.

SUMMARY/DISCUSSION:

Iron Mountain Information Management, LLC, formerly operating as Arcus Data Security, has provided offsite storage of back-up tapes and other media for the Information Technology Department (ITD) since 1999. This agreement proposes to continue the necessary offsite storage services and to add Secure IT Asset Disposition (SITAD) - Media and E-Waste disposal-for the period of July 1, 2015 through June 30, 2018 in the yearly amount of \$70,000 for a total aggregate amount of \$210,000.

Recently, ITD completed removal of the County's mainframe system from service, thereby generating immediate need for significant media and E-waste disposal. Extending the current service agreement with Iron Mountain and adding secure destruction services, SITAD, will save the County the cost of inventorying over 3500 mainframe tape volumes and shipping them to a different vendor for destruction; incorporating the County's unique, current need for SITAD into an existing contractual relationship conserves County resources. Additionally, ITD will deploy Office 365 services in FY 2015-16; this will change offsite data storage requirements. Once the migration to Office 365 has been completed, ITD will develop a new strategy for storage and back-up services, and prepare the appropriate RFP to ensure that the County receives the best product and service offering for this critical need.

The vendor is requesting non- standard County language in the agreement which includes a modification to the

indemnification and insurance requirements, and modification to other standard contract provisions. It is requested that the Board authorize the Contracts/Purchasing Officer to sign this agreement with Iron Mountain Information Management, LLC, incorporating the modified provisions, and that the Board authorize two future renewals of one year each, with specified limits on increases on renewal amounts to the agreement, as recommended by the Director of ITD.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed and does not approve the following non-standard provisions: non-standard payment provisions; limitations on County's available legal remedies, non-standard indemnification and insurance provisions; limitations on County's ability to terminate the contract and imposition of opportunity-to-cure obligations upon County; non-standard obligations regarding County assets; change in performance standard provision re: non-familial relationships; and limitations on vendor liability for County damages. Risk Management does not approve non-standard insurance and indemnity provisions.

FINANCING:

The funds for payment of this agreement have been included in the FY 2015-16 Recommended Budget for the Information Technology Department, ITD 1930, Unit 8435, Appropriations Unit INF002. Transactions relating to future fiscal years will be included in each respective Recommended Budget. Should funding be reduced and/or terminated, the County may terminate this agreement by giving thirty (30) days written notice of such action to the Contractor.

Prepared by: Elizabeth Crooke, 755-5108

Approved by:

Dianah Neff, Director of Information Technology, 759-6923

Attachments:

1. Agreement
2. Exhibit A - Scope of Services - Payment Provisions
3. Exhibit B - Standard Language Revisions to PSA