COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

GAIL FARBER, Director

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January 6, 2009

IN REPLY PLEASE
REFER TO FILE: AS-0

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

AMENDMENT OF CONTRACT FOR
OFF-SITE STORAGE AND RETRIEVAL OF RECORDS
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)

SUBJECT

This action is to extend this contract on a month-to-month basis for up to three months to enable the Department of Public Works to delay finalizing the solicitation process for a replacement contract until the Chief Executive Office completes a Countywide master agreement for this service.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve amending Contract No. 71063 with Iron Mountain Information Management, Inc., located in Vernon, California, for Off-Site Storage and Retrieval of Records, to extend the contract on a month-to-month basis for up to three months not to exceed a contract aggregate amount of $25,000, for the three-month term, effective January 14, 2009.

2. Authorize the Director of Public Works or her designee to increase the contract aggregate amount up to an additional 25 percent for unforeseen, additional work within the scope of the contract, if required.

3. Authorize the Director of Public Works or her designee to execute the amendment upon proper execution by the contractor and approval as to form by County Counsel.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended action is to extend Contract No. 71063 with Iron Mountain Information Management, Inc., for as-needed off-site storage and retrieval of records services on a month-to-month basis for up to three months. The amendment is required to enable the Department of Public Works (Public Works) to delay finalizing the solicitation process for a replacement contract until the Chief Executive Office completes a Countywide master agreement for this service.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provision of Service Excellence (Goal 1) and Organizational Effectiveness (Goal 3). The contractor who has the specialized expertise to provide these services accurately, efficiently, timely, and in a responsive manner will support Public Works in meeting these goals.

FISCAL IMPACT/FINANCING

There will be no impact to the County General Fund. The requested not-to-exceed aggregate amount is $25,000 plus 25 percent of that amount for unforeseen, additional work within the scope of the contract, if required, for a maximum three-month period. Financing for this service is available within various Fiscal Year 2008-09 funds.

When the need arises for services under this contract, financing for the required service will be made from the appropriate fund source. Total expenditures under this contract, however, will not exceed the contract aggregate amount approved by your Board, and no services will be ordered without the funding authorization of Public Works' Financial Management Branch.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The amendment, which is substantially reflected in the attached form, will continue the contract's current terms, specifications, and conditions. The Director of Public Works or her designee will execute the amendment in accordance with your Board's authorization and only upon proper execution by the contractor and approval as to form by County Counsel.

On October 14, 1997, Synopsis 21, your Board approved the existing contract with Iron Mountain Information Management, Inc., for one year plus nine 1-year renewal options. On June 5, 2001, Synopsis 60, your Board approved supplementing this contract's annual amount by $20,000, increasing this contract's annual not-to-exceed amount to $50,000. On August 1, 2006, Agenda Item 38, your Board approved

supplementing this contract's annual amount by $20,000, increasing this contract's annual not-to-exceed amount to $70,000. On September 18, 2007, Agenda Item 32, your Board approved amending this contract to extend the contract for 12 months, with a not-to-exceed contract aggregate amount of $70,000 for the 12-month term, effective October 14, 2007. On October 7, 2008, Agenda Item 45, your Board approved amending this contract to extend the contract for 3 months, with a not-to-exceed contract aggregate amount of $25,000 for the 3-month term, effective October 14, 2008.

ENVIRONMENTAL DOCUMENTATION

In accordance with Section 15378 of the California Environmental Quality Act (CEQA) Guidelines, approval of the recommended action does not constitute a project and, hence, is not subject to the requirements of CEQA.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The approval of the amendment will continue the current contract services.

CONCLUSION

Please return one adopted copy of this letter to the Department of Public Works, Administrative Services Division.

Respectfully submitted,

GAIL FARBER
Director of Public Works

GF:GZ:er

Attachment

c: Chief Executive Office (Lari Sheehan)
County Counsel

AMENDMENT 3 TO CONTRACT NO. 71063

OFF-SITE STORAGE AND RETRIEVAL OF RECORDS

THIS AMENDMENT, made and entered into this ____ day of _____, 2009, by and between the COUNTY OF LOS ANGELES, a subdivision of the State of California, a body corporate and politic (hereinafter referred to as COUNTY) and IRON MOUNTAIN INFORMATION MANAGEMENT, INC., a California corporation (hereinafter referred to as CONTRACTOR).

WITNESSETH

WHEREAS, Contract No. 71063 was entered into between the COUNTY and the CONTRACTOR, on October 14, 1997, to provide off-site storage and retrieval of records services, for a period of one year with nine 1-year renewal options; and

WHEREAS, the COUNTY has exercised all nine renewal options, with the term of the Contract; and

WHEREAS, this Contract was amended to extend the Contract's term on a month-to-month basis for an additional 12 months, to expire on October 13, 2008; and

WHEREAS, this Contract was amended to extend the Contract's term on a month-to-month basis for an additional three months, to expire on January 13, 2009; and

WHEREAS, the parties desire to further extend the Contract beyond January 13, 2009, on a month-to-month basis for up to three months, at an aggregate amount not to exceed $25,000; and

WHEREAS, the CONTRACTOR is willing to continue to provide the service, under the Contract's existing terms and conditions, during the period as extended under this AMENDMENT.

NOW, THEREFORE, in consideration of these facts and payment to be made by the COUNTY, the COUNTY and the CONTRACTOR agree that Contract No. 71063 between them shall be amended as follows:

FIRST: Part I, Section 2.F, Duration of Contract is hereby amended and modified to extend the expiration of the term of the contract, on a month-to-month basis, for a period of up to three months, beginning January 14, 2009, as follows:

- CONTRACTOR shall provide continuous performance of this Contract from month to month, commencing on January 14, 2009, up to the maximum period of three months, through and including April 13, 2009, unless the COUNTY provides written notice of nonrenewal before the last day of any month, in which case this Contract shall expire as of midnight on the thirteenth day of the following month.

SECOND: Except as modified in the AMENDMENT, all terms, conditions, requirements, and specifications of the Contract, as amended shall remain in full force and effect.

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IN WITNESS WHEREOF, the COUNTY has, by order of its Board of Supervisors, caused these presents to be subscribed by the Director of Public Works, and the CONTRACTOR has subscribed its name by and through its duly authorized officers, as of the day, month, and year first written above.

COUNTY OF LOS ANGELES

By_____
Director of Public Works

APPROVED AS TO FORM:

RAYMOND G. FORTNER, JR.
County Counsel

By _____
Deputy

IRON MOUNTAIN INFORMATION MANAGEMENT, INC.

By _____
Its President

_____
Type or Print Name

By _____
Its Secretary

_____
Type or Print Name