



COUNTY OF LOS ANGELES  
OFFICE OF THE COUNTY COUNSEL

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ROBERT E. KALUNIAN  
Acting County Counsel

November 10, 2009

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

Dear Supervisors:

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

16 NOVEMBER 10, 2009

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

**THE OFFICE OF COUNTY COUNSEL: RECOMMENDATION TO AUTHORIZE THE EXTENSION OF AGREEMENT NO. 74496 WITH IRON MOUNTAIN RECORDS MANAGEMENT FOR OFF-SITE STORAGE, RETRIEVAL AND RELATED SERVICES**

**SUBJECT**

Authorize the Acting County Counsel or his designee to (a) execute an amendment to Services Agreement No. 74496 ("Services Agreement") with Iron Mountain Records Management ("Iron Mountain") to extend the term of the Services Agreement to November 30, 2010, and (b) to terminate the Services Agreement for convenience when the Acting County Counsel or his designee determines it to be in the best interest of the County for County Counsel to transition from the Services Agreement to a Countywide master service agreement.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Authorize the Acting County Counsel or his designee to execute an amendment to the Services Agreement with Iron Mountain to extend the term of the Services Agreement to November 30, 2010.
2. Authorize the Acting County Counsel or his designee to terminate the Services Agreement for convenience as is permitted under the Services Agreement when the Acting County Counsel or his designee determines it to be in the best interest of the County for County Counsel to transition from the Services Agreement to a Countywide master service agreement for off-site storage, records retrieval and related services.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Under the Services Agreement, Iron Mountain provides County Counsel with off-site storage, records retrieval and related services. The Services Agreement expires on November 30, 2009.

The Internal Services Department is currently seeking qualified companies to enter into Countywide master service agreements for off-site storage, retrieval and related services, with services under such agreements to be available to all County departments. It is our intention to use this master service agreement to replace the Services Agreement with Iron Mountain. However, the projected date as to when the master service agreements will be available to County departments is subsequent to the current expiration date of our Services Agreement.

County Counsel's staff uses the off-site storage, records retrieval and related services on a daily basis. Any gap period between when our Services Agreement expires and when the Internal Services Department recommends one or more master service agreements to your Board would be detrimental to the department's ability to provide legal services. In approving the first recommended action, the Board is authorizing the Acting County Counsel or his designee to extend the term of the Services Agreement until November 30, 2010, to allow Iron Mountain to continue to provide these services while the Internal Services Department concludes the master service agreement solicitation process.

It may be that the Internal Services Department will conclude the master service agreement solicitation process prior to the requested extension of the Services Agreement (November 30, 2010). Therefore, in approving the second recommended action, the Board is authorizing the Acting County Counsel or his designee to terminate the Services Agreement for convenience, as is permitted under the Services Agreement, when the Acting County Counsel or his designee determines it to be in the best interest of the County for County Counsel to transition from the Services Agreement to a Countywide master service agreement.

**FISCAL IMPACT/FINANCING**

With Board approval, the Services Agreement will be extended to November 30, 2010. Under the extended agreement, Iron Mountain's tiered monthly retainer rate shall remain the same. The tiered rate is based upon the number of existing and new cartons stored in a given month:

Number of Existing Cartons	Applicable Monthly Retainer Rate
32,231	\$5,923
30,000	\$5,700
25,000	\$5,200
20,000	\$4,700
15,000	\$4,200

Number of New Cartons	Applicable Monthly Retainer Rate
350	\$325
250	\$230
200	\$184
150	\$138
50	\$46

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The term of the Services Agreement will end on November 30, 2009. The extension is necessary to meet the emergent need of the County Counsel's staff, while the Internal Services Department completes the master service agreement solicitation process.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

This action is anticipated to have minimal, if any, impact on current services.

**CONCLUSION**

Upon Board approval, the Executive Office, Board of Supervisors, is requested to return one adopted stamped Board letter to the Acting County Counsel.

The Honorable Board of Supervisors

11/10/2009

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Respectfully submitted,

A handwritten signature in black ink, appearing to read "Robert E. Kalunian", followed by a horizontal line extending to the right.

ROBERT E. KALUNIAN

Acting County Counsel

REK:vs

c: William T Fujioka  
Chief Executive Officer

Sachi A. Hamai, Executive Officer  
Board of Supervisors