

A G E N D A



Recommendation for Council Action (Purchasing)

Austin City Council	Item ID:	10332	Agenda Number	50.
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Meeting Date:	October 20, 2011
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Department:	Purchasing
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Subject

Authorize award and execution of Amendment No 6 to a requirements service contract with IRON MOUNTAIN, Austin, TX for records storage services for Austin Energy to extend the fourth and final 12-month extension option in an estimated amount not to exceed \$28,000, for a revised total estimated contract amount not to exceed \$192,000.

Amount and Source of Funding

Funding in the amount of \$28,000 is available in the Fiscal Year 2011-2012 Operating Budget of Austin Energy.

Fiscal Note

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

Purchasing Language:	Contract Amendment
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Prior Council Action:	To be reviewed by the Electric Utility Commission on October 17, 2011.
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For More Information:	Karen Williams, Senior Buyer, 512-322-6467
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Boards and Commission Action:	
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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.
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Related Items:	
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Additional Backup Information

This contract amendment will provide continuation of records storage services for AE whose primary offices are located at 721 Barton Springs Road, Austin, TX and other locations within Travis County and surrounding areas. This contract includes and is not limited to the following services: storage, retrieval, delivery, pick-up, and destruction of individual boxes as well as ordering of records management supplies. AE's records storage services contract is unique because of the competitive matters resolution that requires AE to control access of operational records.

This contract was issued as a sole source contract in 2007 because Iron Mountain was the only company capable of providing large scale commercial, climate controlled, security monitored, web based pick-up and delivery storage services for paper records, microfilm, microfiche, engineering drawings, plots and other types of electronic media.

Amendment No. 1 was issued in September 2008 for \$10,000 for additional services of destruction and permanent disposition of records past retention periods. Amendment No. 2 was issued in November, 2008 for \$38,000 and extended the contract for the first year. Amendment No. 3 was issued in August 2009 for \$38,000 and extended the contract for the second year. Amendment No. 4 added FACTA requirements as applicable for these services. FACTA is the Fair & Accurate Credit Transaction Act, its purpose is to ensure the protection of customer information by entities who possess such data for the purposes of billing for goods and services. Amendment 5 was issued in November 2010 for \$50,000 and extended the contract for the third year.

This recommended Council action is to approve Amendment No. 6 for the authorization to enter into the final option period for \$28,000 when appropriate, for a final contract value of \$192,000. The total contract authority for the final extension was reduced due to cost-saving and compliance measures implemented by Austin Energy. Our records inventory was reduced by 6,000 boxes bringing the total storage cost per year down dramatically.

Contract Summary

Action	Description	Amount
Original Contract awarded 11-01-2007	Original 12-month contract	\$28,000
Amendment No.1	Administrative Increase	\$10,000
Amendment No.2	Exercise the first option	\$38,000
Amendment No. 3	Exercise the second option	\$38,000
Amendment No. 4	Added FACTA requirements	\$ 0.00
Amendment No. 5	Exercise third option plus administrative increase	\$50,000
Proposed Amendment No. 6	Exercise fourth option	\$28,000
Total Revised Contract Amount		192,000