

**AGENDA**



**Recommendation for Council Action**

**AUSTIN CITY COUNCIL**

**Regular Meeting: June 14, 2018**

Item Number: **054**

**Purchasing Office**

Authorize negotiation and execution of a contract with Iron Mountain Inc. and Iron Mountain Information Management LLC, collectively doing business as Iron Mountain, to provide off-site records storage and related services, for a term of five years in an amount not to exceed \$1,750,000. (Note: Sole source contracts are exempt from the City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program; therefore, no subcontracting goals were established).

<b>Lead Department</b>	Purchasing Office.
<b>Fiscal Note</b>	Funding in the amount of \$29,167 is available in the Fiscal Year 2017-2018 Operating Budget of the Office of the City Clerk. Funding for the remaining contract term is contingent upon available funding in future budgets.
<b>For More Information</b>	Inquiries should be directed to the City Manager’s Agenda Office, at 512-974-2991 or <a href="mailto:AgendaOffice@austintexas.gov">AgendaOffice@austintexas.gov</a> <mailto:AgendaOffice@austintexas.gov> or to the buyer, Liz Lock, at 512-974-2034 or <a href="mailto:Liz.Lock@austintexas.gov">Liz.Lock@austintexas.gov</a> <mailto:Liz.Lock@austintexas.gov>.

**Additional Backup Information:**

The contract will provide off-site storage, retrieval, storage supplies, and destruction services for all City records. The City currently stores over 74,000 cubic feet of inactive records with Iron Mountain, ensuring compliance with State and local retention requirements in a safe, secure, and climate

controlled environment.

Records and information management is complex and requires a provider to securely manage valuable information. Off-site records storage facilities are required to comply with appropriate building, fire and safety, electrical, mechanical and regulatory codes, and provide for security, climate control, and pest control. In addition to storage, other services provided by the contractor include record retrieval, removal, storage supplies, and destruction of files. The contractor shall adhere to personnel policies regarding confidentiality, Health Insurance Portability and Accountability Act (HIPPA), Privacy Act, other applicable federal, state, and local legal requirements, and shall hold applicable certifications such as operating a forklift.

This contract will replace the current contract which expires on August 31, 2018. The recommended contractor is the current provider and has provided these services for the past 17 years. The requested authorization amount was determined using departmental estimates based on annual spend and allows for anticipated price increases in file storage for future years.