Legislation Text

File #: 20-1779, **Version:** 1

Broward County Commission Regular Meeting
Director's Name: George Tablack
Department: Finance and Administrative Services **Division:** Records, Taxes, and Treasury

Information

Requested Action
MOTION TO RETROACTIVELY APPROVE Third Amendment to the Master Services Agreement between Broward County and Iron Mountain Information Management, LLC, for Content Retention and Protection Services, for the Records, Taxes, and Treasury Division and various other Broward County agencies, extending the terms of the Agreement for an additional six months, to October 1, 2020, in the estimated total amount of $40,000; and authorize the Mayor and Clerk to execute same.

Why Action is Necessary
In accordance with the Broward County Procurement Code, Section 21.43, Board approval is required to extend an agreement beyond five years.

What Action Accomplishes
Amends the existing agreement to provide for continued content retention and protection services, for an additional six months, until a new agreement is in place.

Is this Action Goal Related
No

Previous Action Taken
None.

Summary Explanation/Background
THE FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT AND THE RECORDS, TAXES, AND TREASURY DIVISION RECOMMEND APPROVAL OF THE ABOVE MOTION.

Since 2000, Iron Mountain Information Management, LLC has been the existing provider of records management and storage services and is the only company that can provide the full range of content retention services required by Broward County.

Currently, Iron Mountain Information Management, LLC provides multiple services to Broward County, which include the following:

- Underground Cold Storage (50° F) in Boyers, Pennsylvania
- Private Vault Underground Storage (70° F) in Boyers, Pennsylvania of the Official Records of Broward County (Microfilm, CDs and DVDs)

- Vault storage for permanent paper records (68° F) and 20 - 30% relative humidity
- Microfilm Auditing Services
- Microfilm to Digital Image Conversion Services (Image On Demand Services)
- Local Data Storage for Tape Backups

In addition to Records, Taxes, and Treasury Division, these services are utilized by several County agencies as well as the County's Constitutional Officers.

On December 14, 2010 (Item No. 22), the Board approved the sole source Master Services Agreement for content retention and protection services for the Records, Taxes, and Treasury Division and various other Broward County agencies in the estimated total amount of $500,000.

On November 13, 2013, the Director of Purchasing executed the First Amendment to the Master Services Agreement adding Image on Demand, LiveVault Services, and a Business Associates Agreement for additional services.

On December 1, 2015 (Item No. 29), the Board approved the Second Amendment to Master Services Agreement to extend the agreement terms through September 30, 2020.

The Third Amendment to the Master Services Agreement extends the terms and conditions of the Agreement, for an additional six months, retroactive to October 1, 2020. An extension of the existing Agreement is necessary to complete the negotiations and provide time for approval of the new Agreement (Exhibit 2). Staff initially believed that the Third Amendment to the Master Services Agreement could be addressed administratively through the Director of Purchasing. However, based on further review, it was recently determined that the Third Amendment exceeds five years and pursuant to Section 21.43 of the Procurement Code, the Amendment must be approved by the Board, which is the reason for the retroactive application of this Amendment to October 1, 2020.

The Third Amendment to the Master Services Agreement has been reviewed and approved as to form by the Office of the County Attorney. There are no subject disclosures.

Source of Additional Information

Thomas W. Kennedy, Director | Records, Taxes, and Treasury Division, (954) 357-5777

Fiscal Impact

Fiscal Impact/Cost Summary

The estimated cost for the not-to-exceed six-month period is approximately $40,000.

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