



# Broward County

## Legislation Text

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File #: 21-179, Version: 1

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### **Broward County Commission Regular Meeting**

**Director's Name:** George Tablack

**Department:** Finance and Administrative Services    **Division:** Records, Taxes, and Treasury

### **Information**

#### **Requested Action**

A. MOTION TO APPROVE sole source designation of Iron Mountain Information Management, LLC, for Content Retention and Protection Services, for the Records, Taxes, and Treasury Division and various other Broward County agencies.

***ACTION: (T-10:47 AM) Approved.***

***VOTE: 9-0.***

B. MOTION TO AUTHORIZE Director of Purchasing to negotiate and execute an Agreement for five years with Iron Mountain Information Management, LLC, for Content Retention and Protection Services, for the Records, Taxes, and Treasury Division and various other Broward County agencies, in the not-to-exceed amount of \$275,000.

***(Per the Tuesday Agenda Memorandum, the Board's consideration of this item is based on the revised Motion distributed as Additional Material.)***

***ACTION: (T-10:47 AM) Approved as amended with Yellow-Sheeted Additional Material, dated March 9, 2021 submitted at the request of Finance and Administrative Services Department.***

***VOTE: 9-0.***

#### **Why Action is Necessary**

Motion A: In accordance with the Broward County Procurement Code, Section 21.34, the Board is required to approve award of a sole source procurement above the award authority of the Director of Purchasing.

Motion B: In accordance with the Broward County Procurement Code, Section 21.14.c.6, the Director of Purchasing shall execute all contracts and amendments delegated by the Board.

#### **What Action Accomplishes**

Motion A: Approves sole source designation with Iron Mountain Information Management, LLC.

Motion B: Authorizes the Director of Purchasing or designee to negotiate a five-year agreement with Iron Mountain Information Management, LLC for continued services.

**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 MOTIONS.

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 September 11, 2015, the Director of Purchasing recommended approval of the one reasonable sole source designation (Exhibit 1). To date, the requirements for this designation have not changed.

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.

On October 20, 2020 (Item No. 56), the Board approved the Third Amendment to Master Services Agreement to extend the agreement terms through March 31, 2021.

Replacing Iron Mountain Information Management, LLC with another vendor would be undesirable for our microfilm storage, since this would require the packaging and removal of the microfilm from a temperature and humidity-controlled environment, shipping the microfilm to a new storage location, and testing of the new environment for the required temperature and humidity specifications. These

requirements could result in points of failure that would impair the long-term viability of the microfilm as a storage medium.

Approval of this item authorizes the Director of Purchasing or designee to negotiate a five-year agreement with Iron Mountain Information Management, LLC to allow for continued services to ensure the County's assets are protected.

**Source of Additional Information**

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

**Fiscal Impact**

**Fiscal Impact/Cost Summary**

The estimated value of the new contract term is not-to-exceed \$275,000.

Requisition No. RTT00001192