

Management Committee

Item: 2009-317

**For the Metropolitan Council meeting of September 23
2009**

ADVISORY INFORMATION

Date September 10, 2009
Prepared:
Subject: Authorization to Amend Contract for Off-Site Records Storage

Proposed Action:

That the Metropolitan Council authorize the Regional Administrator to amend the Metropolitan Council's contract with Iron Mountain for off-site records storage to increase the maximum compensation by \$56,780 to a total amount of \$284,170.

Summary of Committee Discussion / Questions:

Bob Dietrick presented this item to the Management Committee and gave a brief description of the Iron Mountain contract and the amount of storage that the Council has with Iron Mountain.

Committee members discussed the need to focus on electronically scanning records. Mary Bogie reported on the status of the Council's current document management system and stated that staff will continue to make this a priority.

There was a motion to approve, it was seconded and it passed unanimously.

Business Item

Management Committee

Item: 2009-317

Meeting date: September 9, 2009

ADVISORY INFORMATION

Date:	September 2, 2009
Subject:	Authorization to Amend Contract for Off-Site Records Storage
District(s), Member(s):	All
Policy/Legal Reference:	Council Procurement Procedure 10.1.3- Amendments to Non-Construction Contracts
Staff Prepared/Presented:	Bob Dietrick 651-602-1387
Division/Department:	Regional Administration

Proposed Action

That the Metropolitan Council authorize the Regional Administrator to amend the Metropolitan Council's contract with Iron Mountain for off-site records storage to increase the maximum compensation by \$56,780 to a total amount of \$284,170.

Background

The Metropolitan Council entered into a 3 year contract with Iron Mountain for off-site records storage in April of 2005 in the amount of \$170,610. The contract provided the option of extending the contract for 2 additional years with the addition of \$56,780 for each subsequent year that it was extended. The Council has exercised this option to extend for 2 additional years and added \$56,780 for the first year of the contract extension.

The second and final year of the contract extension started April 1, 2009. At that time the Metropolitan Council was running under budget; therefore, the additional \$56,780 was not added at that time. In order to make it through the end of the contract the additional \$56,780 will need to be added.

Rationale

The Metropolitan Council must approve any contract over \$250,000. The addition of the extra \$56,780 as provided for in the 2nd 1 year extension to the contract brings this contract to \$284,170 which requires Council approval.

This amount is a cap on the total amount payable under this contract. The actual amount paid is based on services requested and provided. Based on current projections, the total amount of the contract may only slightly exceed \$250,000.

Funding

Funds are available through the annual operating budget of the departments utilizing this service.

Known Support / Opposition

None