Management Committee

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