



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia Master Agreement

Order Date: 02-10-2023

CORRECT ORDER NUMBER MUST
 APPEAR ON ALL PACKAGES, INVOICES,
 AND SHIPPING PAPERS. QUESTIONS
 CONCERNING THIS ORDER SHOULD BE
 DIRECTED TO THE DEPARTMENT
 CONTACT.

| | | | |
|------------------------------|---|---------------------------------|---|
| Order Number: | CMA 0212 0212 RECMGT22 2 | Procurement Folder: | 1005131 |
| Document Name: | CO#1: CMA 0212 RECMGT22 | Reason for Modification: | Change Order No. 01: To Renew Contract and update the daily box requirements. |
| Document Description: | Statewide Contract: Records Management Services | | |
| Procurement Type: | Statewide MA (Open End) | | |
| Buyer Name: | | | |
| Telephone: | | | |
| Email: | | | |
| Shipping Method: | Best Way | Effective Start Date: | 2022-02-15 |
| Free on Board: | FOB Dest, Freight Prepaid | Effective End Date: | 2024-02-14 |

| VENDOR | | DEPARTMENT CONTACT | |
|--|--------------|--|-------------------------|
| Vendor Customer Code: | 000000126524 | Requestor Name: | Donna L Lipscomb |
| IRON MOUNTAIN INCORPORATED PO BOX 27128 | | Requestor Phone: | (304) 558-5472 |
| NEW YORK NY 100877128 US | | Requestor Email: | donna.m.lipscomb@wv.gov |
| Vendor Contact Phone: | 304-549-6423 | <div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-size: 24pt; font-weight: bold;">FILE LOCATION _____</div> | |
| Extension: | | | |
| Discount Details: | | | |
| | | | |
| | | | |
| | | | |
| #1 | No | 0.0000 | 0 |
| #2 | No | | |
| #3 | No | | |
| #4 | No | | |

| INVOICE TO | SHIP TO |
|---|---|
| VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER | STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER |
| No City WV 99999 US | No City WV 99999 US |

| | |
|----------------------------|----------|
| Total Order Amount: | Open End |
|----------------------------|----------|

Purchasing Division's File Copy

ENTERED

MA 2/14/2023
 PURCHASING DIVISION AUTHORIZATION
 DATE: *[Signature]* 2/14/23
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
[Signature]
 DATE: *[Signature]*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
Beverly Tolson
 DATE: 2-14-2023
 ELECTRONIC SIGNATURE ON FILE

2/14/2023

Extended Description:

DIRECT AWARD STATEWIDE CONTRACT: CHANGE ORDER

CHANGE ORDER No.01: Is issued for the following:

1. To renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.
2. To increase the daily amount of boxes the Vendor has agreed to for retrieving, pick-up, returning to storage, and destroying from 100 boxes daily to 125 boxes daily, per the attached document renewal letter.

Effective date of renewal: 2/15/2023 through 2/14/2024.

Renewal Years Remaining: (1 Year)

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

No other changes.

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|------|---------------------|-------------------|----------|--------------------------------|------------|
| 1 | 78131804 | | | LS | 0.000000 |
| | Service From | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: Records Management Services

Extended Description:

See EXHIBIT_B for Contract Pricing

MARK D. SCOTT
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON STREET, EAST
CHARLESTON, WEST VIRGINIA 25305-0130

W. MICHAEL SHEETS
DIRECTOR

February 6, 2023

Ms. Theresa Pate, Sr. Contracts Administrator
Iron Mountain Incorporated
12901 Worldgate Drive, Suite 560
Herndon, Virginia 20170

Subject: WV Statewide Contract No.: CMA 0212 RECMGT22, Records Management and Off-Site Storage Services
(the "Statewide Contract")

Dear Ms. Pate:

The State of West Virginia is offering to renew subject contract under the same terms, conditions and pricing. The renewal dates are February 15, 2023 through February 14, 2024. If your company agrees to this renewal, please sign below and return all renewal documents via email to Mark.A.Atkins@wv.gov.

We agree to renew the contract for the period as stated above under the same terms and conditions in the original Statewide Contract and any amendments, addenda or change orders thereto, with the below exception in language at the top of page 7 of Exhibit A, and in 5.2.6, 5.2.7, 5.2.8, and 5.2.9 thereof and in Exhibit B to Contract Items 5-8, by changing the daily amount of 100 boxes that the Vendor would commit to retrieving, picking up and returning to storage, or destroying no more than 125 boxes per day in the aggregate across all customer agencies.

| | | |
|------------------|---|--|
| Theresa Pate |  Digitally signed by Theresa Pate Date: 2023.02.07 16:46:18 -05'00' | Sr. Contracts Administrator, Public Sector |
| <hr/> Print Name | <hr/> Signature | <hr/> Title |
| 2/7/2023 | | |
| <hr/> Date | | |

Please call if you have any questions.

Very truly yours,


Buyer Supervisor 

West Virginia Department of Administration
Purchasing Division
2019 Washington Street, East POB
50130
Charleston, WV 25305-0130

Phone: 304.558.2307
Fax: 304.558-4115
Email: Mark.A.Atkins@wv.gov

Approved as to Form and Legal Content:
Iron Mountain Legal Department
Christina G. Amingo
Christina G. Amingo, Counsel, Public
Sector
Name: West VA Dept. of Administration
Date: February 07, 2023



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY
State Capitol
Charleston, West Virginia 25305

Mark D. Scott
Cabinet Secretary

Joshua D. Spence
Chief Technology Officer

TO: Mark Atkins
Senior Buyer, Purchasing Division

FROM: Donna Lipscomb *DNL*
Records Management Program Administrator

CC: Jennelle Jones, General Counsel

SUBJECT: Direct Award Contract for Records Management Services

DATE: February 8, 2023

The Purchasing Division gave approval for a direct award contract with Iron Mountain for records management services and storage of the state's records. The Office of Technology now requests a renewal of the contract with Iron Mountain, Inc. for the period February 14, 2023 through February 13, 2024 with the option for an additional one year renewal. This contract will be according to the same terms, conditions, and pricing of the original contract and all subsequent Change Orders approved by the Purchasing Division with the exception of the number of boxes that can be retrieved and destroyed. The existing contract has a limit of 100 boxes per business day and the renewal increases the number of boxes to 125 boxes per business day.

This office has been negotiating with Iron Mountain for the renewal of the Direct Award Contract for many weeks. Without a direct award contract in place, agencies would not be able to access and manage their records, pay their invoices for storage costs and records management services, or have an agreed upon price and number of boxes to be transferred at the expiration of the direct award contract.

Because of the factors outlined above, the West Virginia Office of Technology respectfully requests the renewal of the direct award contract for records management services to Iron Mountain, Inc.

Please let me know if any additional information is needed to support this award.