



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: 01-18-2024

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 3	Procurement Folder:	1005131
Document Name:	CO#2: CMA 0212 RECMGT22	Reason for Modification:	Change Order No. 02: To Renew Contract.
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:	2025-02-14

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000126524 IRON MOUNTAIN INCORPORATED PO BOX 27128 NEW YORK NY 100877128 US Vendor Contact Phone: 304-346-8878 Extension:	Requestor Name: Donna L Lipscomb Requestor Phone: (304) 558-5472 Requestor Email: donna.m.lipscomb@wv.gov																				
Discount Details: <table border="1"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			<div style="font-size: 2em; font-weight: bold;">24</div> <div style="font-size: 1.5em; font-weight: bold;">50121</div> <p>FILE LOCATION</p>
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

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

SCANNED

1-31-24 bc

Purchasing Division's File Copy

Total Order Amount:	Open End
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RETURNED TO BUYER

DATE: FEB 07 2024

PURCHASING DIVISION AUTHORIZATION
 DATE: 1/18/24
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: 2/6/2024
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: 2/6/24
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

DIRECT AWARD STATEWIDE CONTRACT: CHANGE ORDER

CHANGE ORDER No.02: 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.

Effective date of renewal: 2/15/2024 through 2/14/2025.

Renewal Years Remaining: (0)

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

DIRECTOR

December 28, 2023

Ms. Theresa Pate, Senior Contracts Administrator
Iron Mountain Incorporated
1201 Freedom Road
Cranberry Twp, PA 16066

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

Dear Ms. Pate:

The State of West Virginia is offering to renew the subject contract under the same terms, conditions and pricing. The renewal dates are February 15, 2024 through February 14, 2025. 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 purchase order and any change orders thereto.

Theresa Pate <hr/> <i>Print Name</i> 1/17/2024 <hr/> <i>Date</i>	Theresa Pate <hr/> <i>Signature</i> <div style="font-size: small;"> Digitally signed by Theresa Pate Date: 2024.01.17 13:20:40 -05'00' </div>	Sr. Contracts Administrator, Public Sector <hr/> <i>Title</i>
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Please call if you have any questions.

Best regards,

Mark A. Atkins, CPPB
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

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Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the West Virginia Secretary of State's database.

IRON MOUNTAIN INCORPORATED

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	3/25/2015		3/25/2015	Foreign	Profit			

Organization Information			
Business Purpose	5182 - Information - Data Processing, Hosting, and Related Services - Data Processing, Hosting and Related Services		Capital Stock
Charter County		Control Number	949V7
Charter State	DE	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	
Authorized Shares	D	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Mailing Address	ONE FEDERAL STREET BOSTON, MA, 02110 USA
Notice of Process Address	CORPORATION SERVICE COMPANY 208 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Principal Office Address	ONE FEDERAL STREET BOSTON, MA, 02110 USA
Type	Address

Officers	
Type	Name/Address
Director	ALFRED JOSEPH VERRECCHIA 580 OCEAN ROAD NARRAGANSETT, RI, 02882
Director	PAMELA ARWAY 6115 BAYSHORE DRIVE, #103 FT. LAUDERDALE, FL, 33304
President	WILLIAM L. MEANEY ONE FEDERAL STREET BOSTON, MA, 02110
Secretary	DEBORAH MARSON ONE FEDERAL STREET BOSTON, MA, 02110
Treasurer	BAO TRAN ONE FEDERAL STREET BOSTON, MA, 02110
Type	Name/Address

Mergers				
Merger Date	Merged	Merged State	Survived	Survived State
3/25/2015	IRON MOUNTAIN INCORPORATED	DE	IRON MOUNTAIN INCORPORATED	DE
Merger Date	Merged	Merged State	Survived	Survived State

Date	Amendment
3/25/2015	MERGER: MERGING IRON MOUNTAIN INCORPORATED, A QUALIFIED DE CORPORATION WITH AND INTO IRON MOUNTAIN INCORPORATED, A QUALIFIED DE CORPORATION, THE SURVIVOR, FORMERLY KNOWN AS IRON MOUNTAIN REIT, INC.
Date	Amendment

Annual Reports	
Filed For	Date filed
2023	
2022	
2021	
2020	
2019	
2018	
2017x	
2017	
Filed For	Date filed

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For more information, please contact the Secretary of State's Office at 304-558-8000.

Monday, January 22, 2024 — 1:04 PM

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[Disaster Response Registry](#)

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- All Words
- Exact Phrase

"Iron Mountain, Inc."

Entity

Location

Status

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>02</u> Date: <u>1/18/2024</u>	Agency: WV Purchasing Division
Solicitation No. <u>CO # 2</u>	Procurement Officer Submitting Requisition: Mark Atkins
	Requisition No. CO#2 CMA RECMGT22
	PF No.: 1005131

This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CROM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions www.state.wv.us/admin/purchase/TCP.pdf	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.*

For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: _____

