



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				Requestor Phone:	(304) 558-5472
PO BOX 27128				Requestor Email:	donna.m.lipscomb@wv.gov
NEW YORK	NY	100877128		<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
US					
Vendor Contact Phone:	304-549-6423	Extension:			
<b>Discount Details:</b>					
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

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

Total Order Amount: \_\_\_\_\_ Open End

Purchasing Division's File Copy

ENTERED

*MA 2/14/2023*

**PURCHASING DIVISION AUTHORIZATION**

DATE: *2/14/23*

ELECTRONIC SIGNATURE ON FILE

**ATTORNEY GENERAL APPROVAL AS TO FORM**

*John S. Gray*

DATE: *2/14/2023*

ELECTRONIC SIGNATURE ON FILE

**ENCUMBRANCE CERTIFICATION**

*Beverly Toler*

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
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
				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](mailto: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

Print Name

2/7/2023

Date

Theresa Pate  
Digitally signed by  
Theresa Pate  
Date: 2023.02.07  
16:46:18 -05'00'

Signature

Sr. Contracts Administrator, Public Sector

Title

Please call if you have any questions.

Very truly yours,

*Mark A. Atkins*  
Buyer Supervisor CPPB  
CPPB

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](mailto:Mark.A.Atkins@wv.gov)

Approved as to Form and Legal Content:  
Iron Mountain Legal Department  
*Christine G. Jennings*  
Christine G. Jennings, 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.