



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: 2017-12-18

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 SWC0000000027	Procurement Folder: 251142
Document Name: Change Order #2: SWC Records Management	Reason for Modification:
Document Description: CO#2 Records Management and Off-Site Storage Services	Change Order #2 is issued to Provide documentation to assign contract to the headquarters account 000000126524.
Procurement Type: Central Master Agreement	
Buyer Name: Stephanie L Gale	
Telephone: (304) 558-8801	
Email: stephanie.l.gale@wv.gov	
Shipping Method: Best Way	Effective Start Date: 2016-12-01
Free on Board: FOB Dest, Freight Prepaid	Effective End Date: 2017-12-01

VENDOR	DEPARTMENT CONTACT
Vendor Customer Code: 000000126525 IRON MOUNTAIN INFORMATION MANAGEMENT LLC 1545 HANSFORD ST CHARLESTON WV 25311 US Vendor Contact Phone: (304) 549-6423 Extension: Discount Percentage: 0.0000 Discount Days: 0	Requestor Name: Larry McDonnell Requestor Phone: (304) 558-9999 Requestor Email: larry.d.mcdonnell@wv.gov

INVOICE TO	SHIP TO
ALL STATE AGENCIES VARIOUS 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

Total Order Amount	Open End
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AGENCY COPY

WV 12/18/17

PURCHASING DIVISION AUTHORIZATION SIGNED BY: <i>Linda Harper</i> DATE: <i>12-19-17</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM SIGNED BY: <i>[Signature]</i> DATE: <i>[Signature]</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION SIGNED BY: <i>Melissa Nick</i> DATE: <i>DEC 21 2017</i> ELECTRONIC SIGNATURE ON FILE
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1220-17

Extended Description:

ADMINISTRATIVE CHANGE ORDER

Change Order #2

Change Order #2 is issued to Provide documentation to assign contract from vendor account 000000126525 to the headquarters account 000000126524, effective 12/1/2017.

New contract RECMGT, procurement folder 401321, effective 12/1/2017.

End of Change Order #2

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	78131804			CF	\$0.000000
Service From		Service To			

Commodity Line Description: Contract Item 1: Transfer Existing Records to New Facility

Extended Description:

5.2.1 Contract Item #1: The Vendor must transfer existing records to the new storage facility within 90 days of award.

5.2.1.1 Vendor to provide cost Per Cubic Foot.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	78131804			CF	\$0.000000
Service From		Service To			

Commodity Line Description: Contract Item 2: Indexing Existing Records

Extended Description:

5.2.2 Contract Item #2: The Vendor must index existing records.

5.2.2.1 Vendor to provide cost Per Cubic Foot.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	78131804			CF	\$0.265000
Service From		Service To			

Commodity Line Description: Contract Item 3: Monthly Storage Fee

Extended Description:

5.2.3 Contract Item #3: The Vendor must accommodate storage of a minimum of 230,000 cubic feet for the State's records currently housed with the ability to expand.

5.2.3.1 Vendor to provide monthly cost Per Cubic Foot.

5.2.3.2 The Vendor must invoice each state Agency storing records at the facility monthly in arrears.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	44111515			BOX	\$1.890000
Service From		Service To			

Commodity Line Description: Contract Item 4: Storage Boxes

Extended Description:

5.2.4 Contract Item #4: The Vendor must provide storage boxes; Dimensions: 10"W x 12"L x 15"H.

5.2.4.1 Vendor to provide cost Per Box.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	78131804			BOX	\$0.000000
	Service From	Service To			

Commodity Line Description: Contract Item 5: Records Pick Up

Extended Description:

5.2.5 Contract Item #5: The Vendor must pick up the records within a maximum of five (5) business days after written notification by the Agency.

5.2.5.1 Vendor to provide cost Per Box.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	78131804			BOX	\$0.000000
	Service From	Service To			

Commodity Line Description: Contract Item 6: Indexing New Records

Extended Description:

5.2.6 Contract Item #6: The Vendor must index all new records.

5.2.6.1 Vendor to provide cost Per Box.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	78131804			PAGE	\$0.280000
	Service From	Service To			

Commodity Line Description: Contract Item 7: Retrieval of Paper Records, digitized

Extended Description:

5.2.7 Contract Item #7: Vendor must retrieve any paper records in storage and provide a digitalized version of said record when requested by any Agency within a maximum of three (3) business days. The request must be completed during normal business hours.

5.2.7.1 Vendor to provide cost Per Page.

5.2.7.2 The Vendor must upload the digitalized record to a secure online portal or server and provide an access or hyperlink to the agency by email so the record can be accessed.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	78131804			PAGE	\$0.400000
	Service From	Service To			

Commodity Line Description: Contract Item 8: Emergency Retrieval Paper Records digitized

Extended Description:

5.2.8 Contract Item #8: The Vendor must retrieve any paper records in storage and provide a digitalized version of said record when requested by an Agency sending a written Emergency notification within a maximum of one (1) business day.

5.2.8.1 Vendor to provide cost Per Page.

5.2.8.2 The Vendor must upload the digitalized record to a secure server and provide a hyperlink to the customer by email so the record can be accessed.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	78131804			BOX	\$1.840000
	Service From	Service To			

Commodity Line Description: Contract Item 9: Retrieval of Records

Extended Description:

5.2.9 Contract Item #9: The Vendor must retrieve any records in storage and hand deliver it to the authorized Agency personnel within three (3) business days of written notification. Records must be delivered during normal business hours. Records containing confidential information must be signed for by authorized personnel.

5.2.9.1 Vendor to provide cost Per Box.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	78131804			BOX	\$9.790000
	Service From	Service To			

Commodity Line Description: Contract Item 10: Emergency Retrieval of Records

Extended Description:

5.2.10 Contract Item #10: The Vendor must retrieve any records in storage and deliver it to requesting Agency within one (1) business day if it is identified by the agency as an Emergency. Records containing confidential information must be signed for by authorized personnel.

5.2.10.1 Vendor to provide cost Per Box.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	80161508			BOX	\$3.060000
	Service From	Service To			

Commodity Line Description: Contract Item 11: Destruction of Paper Records

Extended Description:

5.2.11 Contract Item #11: The Vendor must provide destruction of specified paper records at the authorized Agency representative's written request. Records must be destroyed by a crosscut shredder for paper records.

5.2.11.1 Vendor to provide cost Per Box.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	80161508			BOX	\$22.500000
	Service From	Service To			

Commodity Line Description: Contract Item 12: Destruction of Microfilm

Extended Description:

5.2.12 Contract item #12: The Vendor must provide destruction of Microfilm at the authorized Agency representatives request. Microfilm must be incinerated or shredded at a minimum of 1/35" strip or smaller.

5.2.12.1 Vendor to provide cost Per Box