

82253

DATE: January 25, 2021

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne, Chief Information Officer

RE: AUTHORIZATION TO (i) AMEND A RESOLUTION THAT AUTHORIZED AN AGREEMENT WITH IRON MOUNTAIN INFORMATION MANAGEMENT, LLC (IT-1362), FOR THE PROVISION OF SECURED ENVIRONMENTALLY CONTROLLED UNDERGROUND RECORDS STORAGE SERVICES FOR THE COUNTY'S RECORDS AND ARCHIVES CENTER, IN ORDER TO RETROACTIVELY AUTHORIZE AUTOMATIC RENEWALS FOR ONE-YEAR TERMS AFTER THE INITIAL FIVE YEAR TERM; AND (ii) INCREASE THE NOT TO EXCEED AMOUNT BY \$18,410.00 TO COVER THE RENEWAL PERIOD MAY 1, 2020 THROUGH APRIL 30, 2021.

On April 23, 2015, your Honorable Board approved a resolution ("April 23, 2015 Resolution") which authorized the County of Westchester ("County"), acting by and through its Department of Information and Technology ("Department" or "DoIT"), to enter into an agreement (IT- 1362) ("Agreement") with Iron Mountain, Inc., for the provision of secured underground environmentally controlled storage area services, for the Department's Archives and Records Center ("Archives"), for a five-year period, commencing May 1, 2015 and terminating April 30, 2020 ("Initial Term"), for a total not to exceed amount of \$70,100.00. The Agreement was subsequently executed.

Inadvertently the April 23, 2015 Resolution did not reflect a provision in the Agreement, that upon the expiration of the Initial Term, the term of the Agreement was to continue with automatic renewals for additional one (1) year terms, unless written notice of non-renewal is delivered by either party to the other not less than thirty (30) days prior to the expiration date. The Initial Term ended on April 30, 2020, and the Agreement automatically renewed for an additional one-year term.

Authority is now hereby requested from your Honorable Board to (i) amend the April 23, 2015 Resolution in order to reflect that, upon the expiration of the Initial Term, the term of the Agreement will continue with automatic renewals for additional one (1) year terms, unless written notice of non-renewal is delivered by either party to the other not less than thirty (30) days prior to the expiration date; and (ii) increase the not to exceed amount by \$18,410.00 representing the fee for the first (1st) one-year automatic renewal term of the Agreement, from May 1, 2020 through April 30, 2021, which amount includes a \$2,923.45 one-time removal fee, pursuant to an approved budget.

Except as otherwise modified hereby, all other terms and conditions of the April 23, 2015 Resolution and

the Agreement remain unchanged and in full force and effect.

The public purpose for the Agreement is that it will ensure off-site, secure storage of critical public records requiring long-term retention and access. The microfilm produced in-house by the Archives' Scanning Unit supports several workflows whereby the image files are produced for access, but the microfilm "eye-legible" record is actually the "copy of record," produced in accord with the New York State Office of Court Administration Standards and acceptable as a true and original document for legal purposes. Some of these records are "born digital." But, paper files that are the subject of this imaging workflow, once incorporated, may be disposed of or returned to the original filing agent.

Accordingly, the attached resolution is submitted for your consideration.

MB/CMC

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/28/2001 - LEGAL COUNSEL SECRETARY

RESOLUTION

UPON A COMMUNICATION FROM THE CHIEF INFORMATION OFFICER, DEPARTMENT OF INFORMATION TECHNOLOGY, BE IT HEREBY

RESOLVED: that the resolution approved on April 23, 2015 ("April 23, 2015 Resolution"), authorizing the County of Westchester to enter into an agreement (IT-1362) ("Agreement") with Iron Mountain Information Management, LLC ("Iron Mountain"), for the provision of secured underground environmentally controlled storage area services, for the Department of Information Technology Records and Archives Center, for a five (5) year period, commencing on May 1, 2015 and terminating on April 30, 2020 ("Initial Term"), for a total not to exceed contract amount of \$70,100.00, payable quarterly pursuant to an approved budget, is hereby amended in order to reflect that, upon the expiration of the Initial Term, the term of the Agreement shall continue with automatic renewals for additional one (1) year terms, unless written notice of non-renewal is delivered by either party to the other not less than thirty (30) days prior to the expiration date; and be it further

RESOLVED, that for the one year renewal term of May 1, 2020 through April 30, 2021 the County shall pay a not to exceed amount of \$18,410.00 representing the fee for the first (1st) one-year automatic renewal period and be it further

RESOLVED, that all other terms and conditions of the April 23, 2015 Resolution and the Agreement shall remain unchanged and in full force and effect; and be it further

RESOLVED, that the County Executive or his duly authorized designee is hereby authorized to execute and deliver any and all documents and to take all action necessary and appropriate to effectuate the purposes hereof.

Account to be
Charged/Credited

Original Agreement: \$70,100
First One-Year Renewal Term: \$18,410
Total: \$88,510

Account to be
Charged/Credited

Agreement No. IT-1362

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
101	16	5000	4420		\$10,806.96(2020)
101	16	5000	4420		\$ 7,603.04(2021)

Budget Funding Year(s): 2015-2021 Start Date: May 1, 2015 End Date: April 30, 2021
(must match resolution)

Funding Source Tax Dollars: \$18,410.00
State Aid: _____
\$18,410.00 Federal Aid: _____
(must match resolution) Other: _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/21/2021 - LISA MRIJAJ, SECRETARY