

**AMENDMENT NO. 6
TO AGREEMENT BETWEEN SANTA FE COUNTY AND
IRON MOUNTAIN INFORMATION MANAGEMENT, LLC**

THIS AMENDMENT is made this 12th day of July, 2023, between **Santa Fe County** (the “County”) and **Iron Mountain Information Management, LLC** (the “Contractor”).

WHEREAS, pursuant to NMSA 1978, Sections 13-1-111 through 13-1-117, the County and Contractor entered into Agreement No. 2017-0196-ASD/KE (the “Agreement”) on May 15, 2017, to provide for the Contractor’s provision of record storage and management services and to archive records and documents for the County consistent with record retention policies of the County; and

WHEREAS, Articles 3 and 15 of the Agreement allow the County to extend the term of the Agreement and to amend the Agreement by an instrument in writing signed by the parties; and

WHEREAS, the Agreement has been amended five times since 2017, primarily to extend the term and incorporate certain price increases of the Contractor; and

WHEREAS, the term of the Agreement expired May 15, 2023, however the County needs the Contractor to continue to provide document storage services to the County; and

WHEREAS, by this Amendment No. 6 the parties wish to extend the term to May 15, 2024, and the Contractor has increased the prices for services as indicated by the attached 6th Revised SCHEDULE A: PROGRAM PRICING SCHEDULE.

NOW THEREFORE, the parties agree to amend the Agreement as follows:

1. Article 2.A.1) (Compensation and Invoicing) is amended by inserting a subparagraph f to read:

f. By Amendment No. 6 to this Agreement, the rate schedule referenced in the Agreement as “5th Revised SCHEDULE A: PROGRAM PRICING SCHEDULE” is deleted and replaced with the attached rate schedule titled “**6th Revised SCHEDULE A: PROGRAM PRICING SCHEDULE.**” These rates and prices are effective July 1, 2023.


2. Article 3 (Effective Date and Term), a subparagraph ^F~~A~~ is inserted to read:

^F~~A~~. By Amendment No. 6 the term of this Agreement is extended to May 15, 2024. yH

3. All provisions of the Agreement not specifically amended or modified by Amendment Nos. 1, 2, 3, 4, 5 and this Amendment No. 6 will remain in full force and effect.

IN WITNESS WHEREOF, the parties execute this Amendment as of the date of last signature by the parties.

SANTA FE COUNTY



Gregory S. Shaffer
Santa Fe County Manager

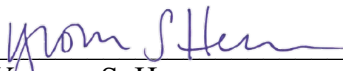
7/12/2023
Date

Approved as to form:

Roberta D. Joe for J.Y.
Jeff Young
Santa Fe County Attorney

July 6, 2023
Date

Finance Division:



Yvonne S. Herrera
Finance Director

7/11/2023
Date

CONTRACTOR – IRON MOUNTAIN INFORMATION MANAGEMENT, LLC



Signature

July 7, 2023
Date

Celeste Martinez, Sr. Contracts Administrator
Printed name and title SLED0002887

SCHEDULE A: PROGRAM PRICING SCHEDULE



RECORDS MANAGEMENT

This Records Management, Records Management (Climate Control) and Secure Shredding Pricing Schedule is incorporated into and made part of the Master Service Agreement (“Agreement”) between Iron Mountain Information Management, LLC, (the “Company” or “Iron Mountain”) and County of Santa Fe (the “Customer”).

Please see our Customer Information Center at <https://www.ironmountain.com/support/how-it-works> for a Glossary with definitions of the terms used in this Pricing Schedule and more detail regarding our services, standard processes, and billing practices. In addition, restrictions apply to volume and/or stated timeframes for some service transaction types and these may be found in the Glossary under each service type.

This Records Management Pricing Schedule supersedes and terminates any prior Records Management Pricing Schedule and/or Schedule A existing between Iron Mountain and the Customer for the accounts noted below. All other Records Management services not specifically listed on the Schedule A will be charged at Iron Mountain’s then current rates.

Notwithstanding anything to the contrary in the Agreement, the pricing set forth in this Schedule or the Agreement will be effective on the later of (i) the date on which the Agreement is signed by both parties; (ii) the Agreement Effective Date; or (iii) the Effective Date of this Schedule. In accordance with Iron Mountain’s standard billing practices, Iron Mountain shall invoice Customer at the rates and charges set forth in this Schedule beginning on the first day of the monthly Billing Cycle in which such date falls, or the following Billing Cycle if the date falls at the end of the month.

COUNTY OF SANTA FE

District Name/Number: Multi-District | Customer ID: See Table

Effective Date: July1, 2023

CUSTOMER ID TABLE - RECORDS MANAGEMENT



Customer Account ID	Customer Name	Business Line
N065M	County of Santa Fe	Records Management

IRON MOUNTAIN RECORDS MANAGEMENT



PRICING FOR CORE SERVICES

Standard Storage and Services (SEE: https://www.ironmountain.com/support/how-it-works FOR SERVICE DEFINITIONS)		
Description	Year 1	Per
Carton Storage	\$0.361	Cubic Foot
Carton Storage, New	\$0.361	Cubic Foot
Receiving and Entering - Carton	\$2.28	Cubic Foot
Regular Retrieval - Carton	\$2.96	Cubic Foot
Regular Retrieval - File from Carton	\$6.93	File
Regular Refile - Carton	\$2.96	Cubic Foot
Regular Refile - File to Carton	\$6.93	File
Archival Destruction - Carton	\$3.57	CF plus Regular Retrieval Charge and Handling Charge
Standard Delivery	\$28.02	Visit plus Handling Charge
Standard Pickup	\$28.02	Visit plus Handling Charge
Handling Charge	\$2.59	Cubic Foot
Trip Charge, Standard Delivery, Zone 2	\$48.02	Visit plus Handling Charge
Trip Charge, Standard Delivery, Zone 3	\$64.02	Visit plus Handling Charge
Trip Charge, Standard Delivery, Zone 4	\$78.02	Visit plus Handling Charge
Trip Charge, Standard Delivery, Zone 5	\$88.02	Visit plus Handling Charge
Trip Charge, Standard Delivery, Zone 6	Call for a quote	Visit plus Handling Charge
Trip Charge, Standard Delivery, Zone Metro	\$43.02	Visit plus Handling Charge
Trip Charge, Standard Delivery, Zone Metro NY	\$48.02	Visit plus Handling Charge
Trip Charge, Standard Pickup, Zone 2	\$48.02	Visit plus Handling Charge
Trip Charge, Standard Pickup, Zone 3	\$64.02	Visit plus Handling Charge
Trip Charge, Standard Pickup, Zone 4	\$78.02	Visit plus Handling Charge
Trip Charge, Standard Pickup, Zone 5	\$88.02	Visit plus Handling Charge
Trip Charge, Standard Pickup, Zone 6	Call for a quote	Visit plus Handling Charge
Trip Charge, Standard Pickup, Zone Metro	\$43.02	Visit plus Handling Charge
Trip Charge, Standard Pickup, Zone Metro NY	\$48.02	Visit plus Handling Charge

Premium Storage and Services (SEE: <https://www.ironmountain.com/support/how-it-works> FOR SERVICE DEFINITIONS)

Description	Year 1	Per
Archival Destruction - File from Carton	\$5.90	File plus Regular Retrieval Charge and Handling Charge
Permanent Withdrawal - File from Carton	\$4.65	File plus Regular Retrieval Charge
Permanent Withdrawal - Carton	\$4.92	CF plus Regular Retrieval Charge and Handling Charge
Rush Retrieval - Carton	\$7.35	Cubic Foot
Rush Retrieval - File from Carton	\$10.25	File
Regular Interfile - Carton	\$9.42	Each
Rush Delivery - Business Day	\$135.17	Visit plus Handling Charge
Rush Pickup - Business Day	\$135.17	Visit plus Handling Charge
Rush Delivery - Weekends/Holidays/After Hours	\$325.00	Visit plus Handling Charge
Miscellaneous Services - Labor	\$68.63	Hour
Re-boxing Charge	\$6.64	Labor Plus New Carton
Re-lid Charge	\$2.63	Labor Plus New Lid

Other Program Fees (SEE: <https://www.ironmountain.com/support/how-it-works> FOR SERVICE DEFINITIONS)

Description	Year 1	Per
Administrative Fee (Summary Billing)	\$34.92	Account ID per Month
Administrative Fee (Detailed Billing)	\$87.17	Account ID per Month
Fuel Surcharge	*	Transportation Visit

Note: Minimum Storage accounts are not charged a monthly Administrative Fee.

***Note:** A Fuel Surcharge is applied monthly based upon changes in the price of diesel fuel as published by the US Department of Energy. This charge is calculated monthly and included as a percentage of transportation-related service charges. The current monthly Fuel Surcharge information can be found at <https://www.ironmountain.com/support/how-it-works/resources/transportation/fuel-surcharge/us-fuel-surcharge>

Custom Storage and Services (SEE: <https://www.ironmountain.com/support/how-it-works> FOR SERVICE DEFINITIONS)

Description	Year 1	Per
Outside Courier/Customer Representative Handling	\$6.25	Each
Vaccinated Driver Surcharge	\$7.54	Transportation Visit
Storage Minimum	\$186.42	Account ID per Month
Minimum Service Order Charge	\$19.01	Order
Individual List/Indexing	\$0.742	File
RFID Z Label	Waived	Each
RFID T Label	Waived	Each
Standard Letter/Legal	\$4.18	Each
Auto-Fold Letter/Legal	\$9.48	Each
#251 Std Attached Lid	\$4.23	Each
Image on Demand – Digital Images Scanned (in excess of the first 50 images)	\$0.390	Image
Image on Demand – Imaging Minimum (includes first 50 images)	\$31.00	Order
Image on Demand – Hourly Labor	\$68.63	Hour
Image on Demand Professional Services	\$420.38	Hour
Professional Services	\$420.38	Hour

Note: Image on Demand is not available in all markets. If the customer's requirements differ from those described in Image on Demand – Overview within the Glossary of the Customer Information Center (<https://www.ironmountain.com/support/how-it-works>), then custom services are available and must be described in an agreed upon statement of work.

TRANSPORTATION SERVICES



PICKUP & DELIVERY

STANDARD DELIVERY

2 cartons or less; or 10 files or less - Order by 3:00 PM for delivery within 2 Business Days via Third Party

Deliveries of 3 or more items will be delivered on a fixed weekly schedule.

Fixed Weekly Schedule for your market can be determined by clicking this link:

<https://www.ironmountain.com/contact/zip-code-lookup>

RUSH DELIVERY, BUSINESS DAY

Order between 8:00 am and 3:00 pm, deliver within 3 hours

RUSH DELIVERY, WEEKENDS/HOLIDAYS/AFTER HOURS

Order after 3:00 pm or before 8:00 am, deliver within 4 hours.

REGULAR PICKUP

All PICK-UPS will be serviced on a fixed weekly schedule. - Local markets will communicate fixed weekly schedules.

Fixed Weekly Schedule for your market can be determined by clicking this link:

<https://www.ironmountain.com/contact/zip-code-lookup>

RUSH PICKUP, BUSINESS DAY

Pickup orders placed before 4:00 pm on a Business Day will be picked up on the following Business Day.

RECORDS MANAGEMENT – STANDARD IMAGE ON DEMAND (IOD)



This pricing included in this schedule applies specifically to the conversion on (stored) business records. Due to the complexity inherent to document conversion, additional document types may be subject to additional and/or specific pricing.

Document Conversion using Image on Demand (IOD):

- The IOD scan rate includes up to 8-minutes of total labor for each file requested for IOD conversion, covering document preparation, scanning, quality control, standard indexing, scanning non-letter legal documents and reassembly.
- Conversion work that exceeds 8-minutes per file will be charged an hourly rate in 15-minute increments (per order).
- Flatbed Scanning may be required and will be invoiced at the current photocopy rate.
- Standard Image on Demand Services are only available as a next day service, place order by 3:00 PM on a business day, for next Business Day. Rush or half day services are considered Custom Image on Demand Services that require a separate statement of work and subject to geographical availability.
- For large volume requests (in excess of 2,000 images), one business day will be added for each 2,000 images.
- Digital images and indexing data will be made available through a hyperlink delivered to the requestor via email.
- Activation of IOD service is required before an order can be placed.
- All pages contained in the file will be scanned.
- Digital images will be scanned at 300 DPI, in black and white as a PDF multi-page image.
- If the customer’s requirements differ from those described in this Schedule A or the description contained in “Image on Demand – Overview” within the glossary of the Customer Information Center (<https://www.ironmountain.com/support/how-it-works>), then those requirements are considered Custom Image on Demand Services and must be described in a separate, agreed upon statement of work.

Damaged, illegible and/or odd sized documents will be scanned using a flatbed scanner, a fee will be charged for every image generated at Iron Mountain’s current photocopy rate.

Rates defined above do not include charges for retrieval, refile, disposition, or physical delivery of source documentation. Rates for these services are based on customer’s existing rates. All other services, not specifically listed herein or quoted on a separate Schedule A, will be charged at Iron Mountain’s then current rates.