

**AMENDMENT NO. 7  
TO AGREEMENT BETWEEN SANTA FE COUNTY AND  
IRON MOUNTAIN INFORMATION MANAGEMENT, LLC**

**THIS AMENDMENT** is made this 9th day of July, 2024, between **Santa Fe County** (the “County”) and **Iron Mountain Information Management, LLC** (the “Contractor”).

**WHEREAS**, 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 six times since 2017, primarily to extend the term and incorporate price increases; and

**WHEREAS**, the term of the Agreement expired May 15, 2024, however the County needs the Contractor to continue to provide document storage services to the County; and

**WHEREAS**, by this Amendment No. 7 the parties agree to extend the term to May 15, 2025, and the Contractor has increased the prices for services as indicated by the attached **7<sup>th</sup> 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) insert a subparagraph g to read:

g. By Amendment No. 7 the rate schedule referenced in the Agreement as “6<sup>th</sup> Revised SCHEDULE A: PROGRAM PRICING SCHEDULE” is deleted and replaced with the attached rate schedule titled “**7<sup>th</sup> Revised SCHEDULE A: PROGRAM PRICING SCHEDULE.**” These rates and prices are effective May 1, 2024.

2. Article 2.A.2) (Compensation and Invoicing) insert a subparagraph e to read:

e. By Amendment No. 7 the compensation payable to the Contractor is increased by the sum of \$76,500.00. The total amount payable to the Contractor for the term of this Agreement will not exceed \$514,500.00, exclusive of NM GRT.

3. Article 3 (Effective Date and Term), a subparagraph B is inserted to read:

B. By Amendment No. 7 the term is extended to May 15, 2025.

4. All provisions of the Agreement not specifically amended or modified by Amendment Nos. 1 through 6 and this Amendment No. 7 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**

Hank Hughes  
Hank Hughes, Chair  
Santa Fe County Board of County Commissioners

**ATTESTATION:**

Katharine E. Clark  
Katharine E. Clark  
Santa Fe County Clerk

07/09/2024  
Date

Approved as to form:

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

June 28, 2024  
Date

**CONTRACTOR – IRON MOUNTAIN INFORMATION MANAGEMENT, LLC**

DocuSigned by:  
Sheila A. Poggi  
9EB1BE384BC14F3...  
Signature

09 July 2024  
Date

**7th REVISED SCHEDULE A: PROGRAM PRICING SCHEDULE**  
**SCHEDULE A: PROGRAM PRICING SCHEDULE**



**RECORDS MANAGEMENT**

This Records Management Pricing Schedule is incorporated into and made part of the MSA NSTD (“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: May 1, 2024

# 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

<b>Standard Storage and Services</b> (SEE: <a href="https://www.ironmountain.com/support/how-it-works">https://www.ironmountain.com/support/how-it-works</a> FOR SERVICE DEFINITIONS)		
Description	Effective Price	Per
Carton Storage	\$0.380	Cubic Foot
Carton Storage, New	\$0.380	Cubic Foot
Receiving and Entering - Carton	\$2.39	Cubic Foot
Regular Retrieval - Carton	\$3.11	Cubic Foot
Regular Retrieval - File from Carton	\$7.28	File
Regular Refile - Carton	\$3.11	Cubic Foot
Regular Refile - File to Carton	\$7.28	File
Archival Destruction - Carton	\$3.75	CF plus Regular Retrieval Charge and Handling Charge
Transportation Zone 1	\$29.42	Visit plus Handling Charge
Transportation Zone 2	\$49.42	Visit plus Handling Charge
Transportation Zone 3	\$65.42	Visit plus Handling Charge
Transportation Zone 4	\$79.42	Visit plus Handling Charge
Transportation Zone 5	\$89.42	Visit plus Handling Charge
Transportation Zone 6	Call for a quote	Visit plus Handling Charge
Transportation Zone Metro	\$44.42	Visit plus Handling Charge
Transportation Zone NY Metro	\$49.42	Visit plus Handling Charge
Handling Charge	\$2.72	Cubic Foot

<b>Premium Storage and Services</b> (SEE: <a href="https://www.ironmountain.com/support/how-it-works">https://www.ironmountain.com/support/how-it-works</a> FOR SERVICE DEFINITIONS)		
Description	Effective Price	Per
Archival Destruction - File from Carton	\$6.20	File plus Regular Retrieval Charge and Handling Charge
Permanent Withdrawal - File from Carton	\$4.88	File plus Regular Retrieval Charge
Permanent Withdrawal - Carton	\$5.17	CF plus Regular Retrieval Charge and Handling Charge
Rush Retrieval - Carton	\$7.72	Cubic Foot
Rush Retrieval - File from Carton	\$10.76	File
Regular Interfile - Carton	\$9.89	Each
Expedited Transportation - Zones 1, 2, 3, Metro, Metro NY	* 20% Upcharge	Visit
Transportation Rush	\$141.93	Visit plus Handling Charge
Rush Delivery - Weekends/Holidays/After Hours	\$341.25	Visit plus Handling Charge
Miscellaneous Services - Labor	\$72.06	Hour
Re-boxing Charge	\$6.97	Labor Plus New Carton
Re-lid Charge	\$2.76	Labor Plus New Lid

**\*Note:** Expedited Transportation service will apply a 20% additional cost to the applicable Transportation Zone charge. (This Expedited Transportation is only available for Transportation Zones 1, 2, 3, Metro, and NY Metro)

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

Description	Effective Price	Per
Administrative Fee (Summary Billing)	\$36.67	Account ID per Month
Administrative Fee (Detailed Billing)	\$91.53	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	Effective Price	Per
Outside Courier/Customer Representative Handling	\$6.56	Each
Vaccinated Driver Surcharge	\$7.54	Transportation Visit
Work Order Processing Fee	\$15.00	Work Order
Storage Minimum	\$195.74	Account ID per Month
Minimum Service Order Charge	\$19.96	Order
Individual List/Indexing	\$0.779	File
RFID Z Label	\$1.197	Each
RFID T Label	\$1.197	Each
Standard Letter/Legal	\$6.07	Each
Auto-Fold Letter/Legal	\$4.39	Each
#251 Std Attached Lid	\$6.07	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	\$72.06	Hour
Image on Demand Professional Services	\$451.91	Hour
Professional Services	\$451.91	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>

### EXPEDITED TRANSPORTATION

Only available for Transportation Zones 1, 2, 3, Metro, and NY Metro - Order by 3:00 pm for next Business Day delivery or pickup.

### 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.

Approved as to Form and Pricing  
Content: Iron Mountain Opportunity  
Support and Price Desk  
  
SA-118594  
DR-018004  
Approved Date: 04/16/2024  
  
*Shreyas B*  
Created By: Noel/ Shreyashee B  
Created Date: 04/16/2024  
Customer: County of Santa Fe