

City of Providence
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

RESOLUTION OF THE CITY COUNCIL

No. 450

EFFECTIVE October 13, 2014

RESOLVED, That the Members of the Providence City Council hereby Authorize Approval of the following Five Year Extension Contract Award by the Board of Contract and Supply, in accordance with Section 21-26 of the Code of Ordinances.

Iron Mountain \$21,000.00
(City Archivist)

IN CITY COUNCIL

OCT 02 2014

READ AND PASSED



PRES.



CLERK

ACTING

Effective without the Mayor's Signature



Lori L. Hagen
City Clerk

ACTING

MATTHEW M. CLARKIN, JR.
INTERNAL AUDITOR
25 DORRANCE STREET, ROOM #307
PROVIDENCE, RI 02903
Phone: (401) 421-7740 EXT. 577
Fax: (401) 351-1056
mclarkin@providenceri.com



City of Providence, Rhode Island Office of the Internal Auditor

August 7, 2014

Ms. Lori Hagen
City Clerk
City of Providence
25 Dorrance Street
Providence, RI 02903

Dear Ms. Hagen:

In accordance with Section 21-26 of the City's Code of Ordinances, I am writing to request that the following requested contract awards be submitted to the City Council and the Ways & Means Committee for approval.

- *City Archivist* – Approval of five-year extension of contract with Iron Mountain for the offsite storage of municipal records in an amount not to exceed \$21,000.
- *Law Department* – Approval of a contract with West Payment Center for access to online research and books for fiscal 2015 in an amount not to exceed \$36,000.
- *Providence Emergency Management Agency (PEMA)* – Approval of Change Order #1 in amount of \$25,000 to W.B. Mason for the purchase furniture at the Emergency Operations Center.

If you have any questions or concerns regarding any of these items, please contact me. Thank you for your consideration with this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Matthew M. Clarkin, Jr.", written over a faint, illegible typed name.

Matthew M. Clarkin, Jr.
Internal Auditor

Cc: Alan Sepe, Director of Operations
Francisco Ramirez, Director of Purchasing
Yvonne Graf – Chief of Staff – City Council
Jim Lombardi, City Treasurer

Paul R. Campbell
City Archivist



City of Providence
Division of Archives and History

The Honorable Angel Taveras
Chairman, Board of Contract & Supply
City Hall
Providence, RI 02903

Dear Mayor Taveras:

On January 9, 1990 the city's Board of Contract and Supply authorized the Division of Archives to engage with Capital Records, a records storage firm located in Providence, for the purpose of offsite storage of municipal records. This engagement has been renewed with successors to Capital Records, Nova Records, Cornerstone Records Management, and now Iron Mountain which currently has a facility located in West Warwick

A recent negotiation for an extension of this contract (February 4, 2013) resulted in a proposed reduction of 16.6% in per box storage fees over current fees. This new, lower fee would be fixed for a term of five years. The extension of this contract, for the five year term based on reduced storage fees, under Cornerstone Records Management, will be continued under the company Iron Mountain Records Management – Cornerstone Management's successor. I recommend an extension of this contract for the five year term based on the reduced storage fees, potential issues that could result from the relocation of more than six thousand boxes of records, satisfaction with the current level of service provided by Iron Mountain, and the fact that they are based nearby. The contract for records storage services should not exceed \$21,000 on an annualized basis.

Iron Mountain Records Management provides secure records storage services in an environmentally controlled facility in West Warwick. State law (42-8.1-8) requires custodians of public records to preserve and protect municipal records from deterioration, mutilation, loss or destruction. Iron Mountain has provided a satisfactory level of service that assists the city in carrying out the state mandate.

For the above reasons we respectfully request approval for the storage of city public records at Iron Records Management for an amount not to exceed \$21,000. Funds for these services are currently available in account code #101-913-053500 (General Fund) for the period of July 1, 2014 through June 30, 2015.

Sincerely,

Paul R. Campbell, City Archivist

City Hall • Providence, Rhode Island 02903 • (401) 421-7740
Email: prcampbell@providenceri.com

Paul R. Campbell
City Archivist



City of Providence
Division of Archives and History

MEMORANDUM

DATE: August 8th, 2014

TO: The Board of Contract & Supply

FROM: Paul R. Campbell, City Archivist

SUBJECT: Please note as outlined in the negotiated contract attached to this letter of February 4, 2013 with Cornerstone Records Management – now Iron Mountain Records Management – that the contract for records storage services should not exceed \$21,000 remains, but no more than \$15,000 has been allotted to this service by the City of Providence for the fiscal year of July 1, 2014 through June 30, 2015.

Sincerely,

Paul R. Campbell, City Archivist