

STATE OF OHIO  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
GENERAL SERVICES DIVISION  
OFFICE OF PROCUREMENT SERVICES  
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

AMENDMENT FOR CHANGE  
AMENDMENT NO. 5

TO: ALL STATE AGENCIES, STATE INSTITUTIONS OF HIGHER EDUCATION AND PROPERLY REGISTERED COOPERATIVE PURCHASING MEMBERS OF THE COOPERATIVE PURCHASING PROGRAM OF THE DEPARTMENT OF ADMINISTRATIVE SERVICES, AS APPLICABLE.

FROM: HUGH QUILL, DIRECTOR, DEPARTMENT OF ADMINISTRATIVE SERVICES

SUBJECT: STATE TERM SCHEDULE - DOCUMENT MANAGEMENT SERVICES

Attached are pages 1 through 4 to this contract. Remove all pages from the existing contract and replace with the attached pages on the effective and/or revision date.

As a result of mutual agreement between the state of Ohio and the Contractor, this amendment is issued to renew the subject contract an additional 6 (six) months, effective July 01, 2009 through December 31, 2009.

Additional changes: To update the contractor's contact and usage reporting contact information; and to update the pricelist, effective with all orders issued on or after June 29, 2009.

All other prices, terms and conditions remain unchanged.

Questions regarding this Amendment and/or the Requirements Contract may be directed to:

Terri Villavicencio  
terri.villavicencio@das.state.oh.us

This amendment, the State Term Schedule and any additional amendments thereto are available from the DAS Web site at the following address:



<http://www.ohio.gov/procure>

Affected Contractor(s):

1750  
Iron Mountain  
P.O. Box 27128  
New York, NY  
jennifer.senn@ironmountain.com

STATE OF OHIO  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
GENERAL SERVICES DIVISION  
OFFICE OF PROCUREMENT SERVICES  
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

**STATE TERM SCHEDULE: DOCUMENT MANAGEMENT SERVICES**

STATE AND LOCAL GOVERNMENT PRICING SCHEDULE

SCHEDULE NUMBER: 7736400105

EFFECTIVE DATES: 06/01/05 TO 05/31/09  
Renewal through 12/31/09

The Department of Administrative Services has completed the evaluation and analysis of the State Term Schedule (STS) offering submitted by the Contractor as listed herein. The Contractor listed herein has been determined to provide competitive, economical and reasonable pricing for the items contained in their offer. The respective offer, including the Standard Contract Terms & Conditions, any proposal amendment, special contract terms & conditions, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this State Term Schedule.

This State Term Schedule is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Schedule is renewed, terminated, or cancelled in accordance with the Standard Contract Terms and Conditions dated 10/01/07.

This State Term Schedule is available to all state agencies, state institutions of higher education and political subdivisions properly registered as members of the Cooperative Purchasing Program of the Department of Administration Services, as applicable.

Agencies are eligible to make purchases of the supplies and/or services in any amount and at any time as determined by the agency (see maximum order limit). The State makes no representation or guarantee that agencies will purchase the supplies and/or services approved in the State Term Schedule.

State agencies may make purchases under this State Term Schedule up to \$2500.00 using the state of Ohio payment card. Any purchases that exceed \$2500.00 will be made using the official state of Ohio purchase order (ADM-0523). Any non-state agency, institution of higher education or Cooperative Purchasing member will use forms applicable to their respective agency.

Questions regarding this and/or the State Term Schedule may be directed to:

Terri Villavicencio  
terri.villavicencio@das.state.oh.us

This State Term Schedule and any Amendments thereto are available from the DAS Web site at the following address:



<http://www.ohio.gov/procure>

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
Hugh Quill, Director

**APPROVED PRODUCTS/SERVICES:** Only those vendors, products or services as listed in the price pages, approved by the Office of Procurement Services, may be purchased from this State Term Schedule. Any vendors, prices, terms, conditions, products or services not listed in the approved price sheets are outside the scope of this schedule.

**MANDATORY USE CONTRACTS:** All General Distribution Contracts (GDC), Limited Distribution Contracts (LDC), Multiple Award Contracts (MAC), and Request For Proposals (RFP) take precedence over this State Term Schedule (STS). This STS is only for governmental entities without a mandatory use contract.

**EXCLUDED ITEMS:** (State Agencies Only) In accordance with the Ohio Revised Code Sections 5147.07, 4115.31, through 4115.35, 5119.16 and 3304.28 through 3304.33 state agencies are required to purchase through Ohio Penal Industries (OPI); Community Rehabilitation Programs (CRP); Department of Mental Health (DMH) Office of Support Services (Central Warehouse and Pharmacy Services); and Rehabilitation Services Commission (RSC). State agencies must obtain a waiver from OPI, CRP, DMH Central Warehouse or Pharmacy Services, and/or RSC to procure from this schedule.

**SPECIAL NOTE:** The state of Ohio including but not limited to its agencies, boards, commissions, departments, state universities, state vocational schools, state community colleges of Ohio, and any entity authorized by law to use this State Term Schedule (STS) is not obligated to procure any products or services from this STS. This STS shall not be construed to prevent the state from purchasing products or services using other procurement methods as authorized by law.

**NOTICE TO CONTRACTOR/VENDOR:** It is the responsibility of the contractor's contact to maintain this State Term Schedule with current information. All updates e.g., telephone numbers contact names, e-mail addresses, tax identification number, prices, and catalogs etc., are required to be processed through the formal amendment authorization process which is initiated by way of a written request from the contractor's contact.

#### CONTRACTOR INDEX

**CONTRACTOR:**



1750  
Iron Mountain  
P.O. Box 27128  
New York, NY

**TERMS:** Net 30 Days

**CONTRACTOR'S CONTACT:**

Ms. Jennifer Senn  
Email: [jennifer.senn@ironmountain.com](mailto:jennifer.senn@ironmountain.com)  
Telephone: (614) 588-6224  
Fax: (614) 492-2316  
[www.ironmountain.com](http://www.ironmountain.com)

**CONTRACTOR'S USAGE AND REVENUE SHARE CONTACT:**

Ms. Jennifer Senn  
Email: [jennifer.senn@ironmountain.com](mailto:jennifer.senn@ironmountain.com)  
Telephone: (614) 588-6224  
Fax: (614) 492-2316  
[www.ironmountain.com](http://www.ironmountain.com)

\*

\* Indicates updated contractor's contract and usage reporting contact information.

**BASIC ORDER LIMITATIONS**

Minimum: \$20.00

Maximum: 10,000 stored boxes - Agencies should contact State Purchasing when they expect to exceed the Maximum Order Limitation.

\* Rate Schedule: [Current Price List dated June 26, 2009](#)

Please Note: Unless expressly stated within the body of the Contract, all Contract Terms and Conditions shall prevail over any terms stated in the contractor catalogs and pricelists.

**Definitions of Terms:**

A Single box (or "single-size box") is defined as a standard records management container with handle slots (approximately 10" x 12" x 15"). Smaller acceptable cartons are treated as single-size boxes. A letter trans-file (double size box) is equivalent to two boxes; a legal trans-file (triple-size box) is equivalent to three boxes, and an X-Ray container is equivalent to two boxes. All larger containers are prorated in multiples of the single-size box (containers with unusual dimensions may be prorated to a larger multiple). All rates for storage and services are prorated based on box size.

**CONTRACTOR INDEX**

<b>P.O.'s To:</b>	<b>Remit To:</b>	<b>Contractor/Dealer Contact:</b>
Contract ID: 7736400105-3A  Vendor ID: 1750 Iron Mountain P.O. Box 27128 New York, NY	Contract ID: 7736400105-3A  Vendor ID: 1750 Iron Mountain P.O. Box 27128 New York, NY	Ms. Jennifer Senn Email: <a href="mailto:jennifer.senn@ironmountain.com">jennifer.senn@ironmountain.com</a> Telephone: (614) 588-6224 Fax: (614) 492-2316 <a href="http://www.ironmountain.com">www.ironmountain.com</a> 
<b>Item Description:</b>	<b>OAKS Category ID:</b>	<b>Service Counties:</b>
Records Management Services All Projects & Fees	80101500	All 88 Counties

\*\*

\* Indicates updated pricelist, effective with all order issued on or after June 29, 2009.

\*\* Indicates updated contractor's contact information.

SUMMARY OF AMENDMENTS

<b>Amendment Number</b>	<b>Revision Date</b>	<b>Description</b>
5	06/29/09	(1) To update the contractor's contact and usage reporting contact information; (2) To update the pricelist, effective with all orders issued on or after June 29, 2009; and (3) to notify that as a result of mutual agreement between the state of Ohio and the contractor, this amendment is issued to renew the subject contract for an additional 6 (six) months, effective July 01, 2009 through December 31, 2009. All other prices, terms and conditions remain unchanged.
4	05/29/09	To notify this contract is unilaterally renewed for a period of 1 (one) month until June 30, 2009. All other prices, terms and conditions remain unchanged.
3	03/26/09	To notify the contractor that this contract expires May 31, 2009 and will not be renewed for the following reason(s): Failure to submit revenue share reports.
2	10/06/08	To indicate updated Vendor ID number.
1	08/20/08	To indicate company name change from ArchivesOne, Inc., to Iron Mountain and update contractor's contact information, effective with all orders issued on or after August 20, 2008.