

**LEGISLATIVE #**  
**120232**

# CITY OF GAINESVILLE, GENERAL GOVERNMENT METHOD OF SOURCE SELECTION

DATE: 1/12/2012

**WAIVED SITUATIONS:**

Written detailed justification is required and must be attached to the signed Method of Source Selection form.

- ☐ ONLY APPROVED: Purchasing Policy #060732, Section 5(o) – Only one source meets the stated requirements of a specification based on a thorough qualitative and/or quantitative evaluation.

REQUISITIONER/REQUESTER shall provide a detailed description and justification in writing and include with supporting documentation as to why the vendor/contractor is the ONLY APPROVED SOURCE to provide the commodity/service. *Attach* all supporting documentation, including detailed written justification to the Method of Source Selection form for review and approval or rejection by the applicable listed City approving authorities.

- ☒ SOLE SOURCE: Purchasing Policy #060732, Section 5(r) – The only source through which materials or services may be purchased.

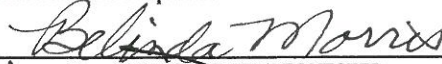
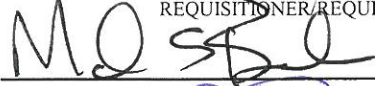


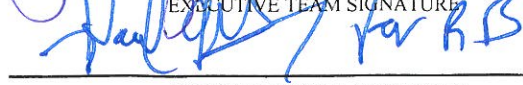
REQUISITIONER/REQUESTER shall provide a detailed description and justification in writing and include with supporting documentation as to why the vendor/contractor is the SOLE SOURCE to provide the commodity/service. *Attach* all supporting documentation to the Method of Source Selection form for review and approval or rejection by the applicable listed City approving authorities.

- ☐ SPECIFIED SOURCE: Purchasing Policy #060732, Section 5(s) – A source selected without competitive bidding for justifiable reasons.

REQUISITIONER/REQUESTER shall provide a detailed description and justification in writing and include with supporting documentation as to why the vendor/contractor is the SPECIFIED SOURCE to provide the commodity/service. *Attach* all supporting documentation to the Method of Source Selection form for review and approval or rejection by the applicable listed City approving authorities.

The REQUISITIONER/REQUESTER hereby attests (certify under oath) that he/she took part in the procurement represented and that he/she is independent of, and have no conflict of interest in, the entity evaluated and selected. He/she recommends that competitive bidding be waived and that the material or service be purchased from the vendor indicated based on the existence of a non-competitive situation as described and attached in detail hereto.

Written detailed justification is required and must be attached to the signed Method of Source Selection form.

<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	 REQUISITIONER/REQUESTER	3/1/12 Date
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	 DEPARTMENT HEAD SIGNATURE	6/25/12 Date
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	 LEADERSHIP TEAM SIGNATURE	7/2/12 Date
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	 EXECUTIVE TEAM SIGNATURE	7/2/12 Date
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	 CHARTER OFFICER SIGNATURE	7/2/12 Date



**THIRD AMENDMENT/EXTENSION TO CUSTOMER AGREEMENT (the "Agreement")  
dated February 1, 2007 by and between**

**IRON MOUNTAIN INFORMATION MANAGEMENT, INC. ("Iron Mountain")  
and**

**The City of Gainesville, Florida ("Customer")  
(the "Amendment")**

This Amendment is hereby entered into by and between the Customer and Iron Mountain as of this day of February, 2012 (the "Effective Date").

In the event that any terms and conditions contained herein are in conflict with the terms and conditions set forth in the Agreement, the terms and conditions set forth in this Amendment shall be deemed to be the controlling terms and conditions.

**NOW, THEREFORE**, the following terms and conditions are hereby amended:

1. Section 1 Term. Section 1 shall be amended by adding the following between the third and fourth sentences:

"Upon expiration of the initial term and any extensions, the Agreement shall renew for an additional three (3) year term (the "Renewal Term"). Upon expiration of the Renewal Term, Customer shall have the right, through negotiation with Iron Mountain, to extend the term of this agreement for up to two additional one-year terms.

2. The Renewal Schedule A attached hereto and dated February 1, 2012 sets forth the pricing for the Renewal Term through January 31, 2015 as well as the additional one-year extension terms through January 31, 2017.

Except as expressly amended herein, all other terms and conditions of the Agreement shall remain in full force and effect.

<b>CUSTOMER:</b> <i>City of Gainesville</i>	<b>Iron Mountain Information Management, Inc.</b>
<b>Individual Signing:</b> [print name] <i>Paul Folkers</i>	<b>Individual Signing:</b> [print name] <i>ALAN FACZKOWSKI</i>
<b>Signature:</b> <i>Paul Folkers</i>	<b>Signature:</b> <i>Alan Faczkowski</i>
<b>Title:</b> <i>Asst. City Manager</i>	<b>Title:</b> <i>General Manager</i>
<b>Signing Date:</b> <i>7/2/12</i>	<b>Signing Date:</b> <i>6/20/2012</i>

APPROVED AS TO FORM AND LEGAL CONTENT:  
IRON MOUNTAIN LEGAL DEPARTMENT  
*Sarah Lento*  
SARAH LENTO, CORPORATE COUNSEL  
DATE: 6.19.2012  
CUSTOMER: CITY OF GAINESVILLE



# Renewal Schedule A:

## PROGRAM PRICING SCHEDULE

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### Records Management

This Records Management Pricing Schedule is incorporated into and made part of the Customer Agreement ("Agreement") between Iron Mountain Information Management, Inc., (the "Company" or "Iron Mountain") and City of Gainesville, (the "Customer").

Please see our Customer Information Center at [cic.ironmountain.com](http://cic.ironmountain.com) 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 this Schedule A will be charged at Iron Mountain's then current rates.

#### City of Gainesville

District Name/Number: Jacksonville - 04402 | Customer No. FG393 & FG272

Effective Date: February 1, 2012 thru January 31, 2017

Pricing for years 2-5 are outlined in the attached schedule and will go into effect February 1<sup>st</sup> of each consecutive year after initial 1 year term.

## Pricing for Core Services Year 1

<b>STANDARD STORAGE AND SERVICES</b> (see <a href="http://cic.ironmountain.com/records/glossary">http://cic.ironmountain.com/records/glossary</a> for service definitions)		
DESCRIPTION	EFFECTIVE PRICE	PER
■ Carton Storage	\$0.237	Cubic Foot
■ Receiving and Entering - Carton	\$1.50	Cubic Foot
■ Regular Retrieval - Carton	\$1.93	Cubic Foot
■ Regular Retrieval - File from Carton	\$2.59	File
■ Regular Refile - Carton	\$1.93	Cubic Foot
■ Regular Refile - File to Carton	\$2.59	File
■ Archival Destruction - Carton	\$2.34	CF plus Regular Retrieval Charge
■ Permanent Withdrawal - Carton	\$2.92	CF plus Regular Retrieval Charge
■ Permanent Withdrawal - File from Carton	\$2.92	File plus Regular Retrieval Charge
■ Next Day Delivery	\$18.39	Visit plus Handling Charge
■ Regular Pickup	\$18.39	Visit plus Handling Charge
■ Handling Charge	\$1.69	Cubic Foot

<b>PREMIUM STORAGE AND SERVICES</b> (see <a href="http://cic.ironmountain.com/records/glossary">http://cic.ironmountain.com/records/glossary</a> for service definitions)		
DESCRIPTION	EFFECTIVE PRICE	PER
■ Rush Retrieval - Carton	\$6.03	Cubic Foot
■ Rush Retrieval - File from Carton	\$8.03	File
■ Regular Interfile - Carton	\$7.34	Each
■ Half Day Delivery	\$52.92	Visit plus Handling Charge
■ Rush Delivery - Business Day	\$105.83	Visit plus Handling Charge
■ Rush Delivery - Weekends/Holidays/After Hours	\$211.66	Visit plus Handling Charge
■ Rush Pickup - Business Day	\$105.83	Visit plus Handling Charge
■ Archival Destruction - File from Carton	\$4.55	File plus Regular Retrieval Charge
■ Miscellaneous Services - Labor	\$54.57	Hour
■ Re-Boxing Charge	\$5.00	Labor plus New Carton Cost

<b>OTHER PROGRAM FEES</b> (see <a href="http://cic.ironmountain.com/records/glossary">http://cic.ironmountain.com/records/glossary</a> for service definitions)		
DESCRIPTION	EFFECTIVE PRICE	PER
■ Administrative Fee (Summary Billing)	\$25.12	Account ID per Month
■ Administrative Fee (Detailed Billing)	\$62.80	Account ID per Month
■ Fuel Surcharge	*	Transportation Visit

\*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 <http://cic.ironmountain.com/FuelSurcharge>.

## Custom Pricing Year 1

<b>CUSTOM STORAGE AND SERVICES</b> (see <a href="http://cic.ironmountain.com/records/glossary">http://cic.ironmountain.com/records/glossary</a> for service definitions)		
DESCRIPTION	EFFECTIVE PRICE	PER
■ Individual Listing	\$0.60	File
■ Third Party Shipping		Actual Courier Fees plus 30%
■ Storage Minimum	\$142.00	Month
■ Minimum Service Order Charge	\$0.00	Order
■ Document Conversion - Labor	\$54.05	Hour
■ Document Conversion - Image Indexing (Keystroke)	\$0.01	Keystroke
■ Document Conversion - Image Capture Scan (non-IOD)	\$0.02	Image
■ Document Conversion - Professional Services	\$250.00	Hour
■ Document Conversion - Imaging Delivery Setup		Quote
■ Digital Record Center for Images - Base Implementation Fee	\$6,000.00	Implementation
■ Digital Record Center for Images - Storage	\$10.00	GB per Month
■ Digital Record Center for Images - User Fee	\$10.00	User per Month
■ Digital Record Center for Images - Minimum Monthly Commit	\$800.00	Month

Additional Services beyond those listed in this Pricing Schedule are available. For service descriptions, please go to Additional Services at [cic.ironmountain.com/additionalservices](http://cic.ironmountain.com/additionalservices).



## Pricing for Core Services Year 2

<b>STANDARD STORAGE AND SERVICES</b> (see <a href="http://cic.ironmountain.com/records/glossary">http://cic.ironmountain.com/records/glossary</a> for service definitions)		
DESCRIPTION	EFFECTIVE PRICE	PER
■ Carton Storage	\$0.237	Cubic Foot
■ Receiving and Entering - Carton	\$1.545	Cubic Foot
■ Regular Retrieval - Carton	\$1.988	Cubic Foot
■ Regular Retrieval - File from Carton	\$2.668	File
■ Regular Refile - Carton	\$1.988	Cubic Foot
■ Regular Refile - File to Carton	\$2.668	File
■ Archival Destruction - Carton	\$2.41	CF plus Regular Retrieval Charge
■ Permanent Withdrawal - Carton	\$3.008	CF plus Regular Retrieval Charge
■ Permanent Withdrawal - File from Carton	\$3.008	File plus Regular Retrieval Charge
■ Next Day Delivery	\$18.942	Visit plus Handling Charge
■ Regular Pickup	\$18.942	Visit plus Handling Charge
■ Handling Charge	\$1.741	Cubic Foot

<b>PREMIUM STORAGE AND SERVICES</b> (see <a href="http://cic.ironmountain.com/records/glossary">http://cic.ironmountain.com/records/glossary</a> for service definitions)		
DESCRIPTION	EFFECTIVE PRICE	PER
■ Rush Retrieval - Carton	\$6.211	Cubic Foot
■ Rush Retrieval - File from Carton	\$8.271	File
■ Regular Interfile - Carton	\$7.560	Each
■ Half Day Delivery	\$54.508	Visit plus Handling Charge
■ Rush Delivery - Business Day	\$109.005	Visit plus Handling Charge
■ Rush Delivery - Weekends/Holidays/After Hours	\$218.010	Visit plus Handling Charge
■ Rush Pickup - Business Day	\$109.005	Visit plus Handling Charge
■ Archival Destruction - File from Carton	\$4.55	File plus Regular Retrieval Charge
■ Miscellaneous Services - Labor	\$56.207	Hour
■ Re-Boxing Charge	\$5.00	Labor plus New Carton Cost

<b>OTHER PROGRAM FEES</b> (see <a href="http://cic.ironmountain.com/records/glossary">http://cic.ironmountain.com/records/glossary</a> for service definitions)		
DESCRIPTION	EFFECTIVE PRICE	PER
■ Administrative Fee (Summary Billing)	\$25.12	Account ID per Month
■ Administrative Fee (Detailed Billing)	\$62.80	Account ID per Month
■ Fuel Surcharge		* Transportation Visit

\*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 <http://cic.ironmountain.com/FuelSurcharge>.

## Custom Pricing Year 2

<b>CUSTOM STORAGE AND SERVICES</b> (see <a href="http://cic.ironmountain.com/records/glossary">http://cic.ironmountain.com/records/glossary</a> for service definitions)		
DESCRIPTION	EFFECTIVE PRICE	PER
■ Individual Listing	\$0.618	File
■ Third Party Shipping		Actual Courier Fees plus 30%
■ Storage Minimum	\$142.00	Month
■ Minimum Service Order Charge	\$0.00	Order
■ Document Conversion - Labor	\$54.05	Hour
■ Document Conversion - Image Indexing (Keystroke)	\$0.01	Keystroke
■ Document Conversion - Image Capture Scan (non-IOD)	\$0.02	Image
■ Document Conversion - Professional Services	\$250.00	Hour
■ Document Conversion - Imaging Delivery Setup		Quote
■ Digital Record Center for Images - Base Implementation Fee	\$6,000.00	Implementation
■ Digital Record Center for Images - Storage	\$10.00	GB per Month
■ Digital Record Center for Images - User Fee	\$10.00	User per Month
■ Digital Record Center for Images - Minimum Monthly Commit	\$800.00	Month

Additional Services beyond those listed in this Pricing Schedule are available. For service descriptions, please go to Additional Services at [cic.ironmountain.com/additionalservices](http://cic.ironmountain.com/additionalservices).



## Pricing for Core Services Year 3

<b>STANDARD STORAGE AND SERVICES</b> (see <a href="http://cic.ironmountain.com/records/glossary">http://cic.ironmountain.com/records/glossary</a> for service definitions)		
DESCRIPTION	EFFECTIVE PRICE	PER
■ Carton Storage	\$0.244	Cubic Foot
■ Receiving and Entering - Carton	\$1.591	Cubic Foot
■ Regular Retrieval - Carton	\$2.048	Cubic Foot
■ Regular Retrieval - File from Carton	\$2.748	File
■ Regular Refile - Carton	\$2.048	Cubic Foot
■ Regular Refile - File to Carton	\$2.748	File
■ Archival Destruction - Carton	\$2.483	CF plus Regular Retrieval Charge
■ Permanent Withdrawal - Carton	\$3.098	CF plus Regular Retrieval Charge
■ Permanent Withdrawal - File from Carton	\$3.098	File plus Regular Retrieval Charge
■ Next Day Delivery	\$19.510	Visit plus Handling Charge
■ Regular Pickup	\$19.510	Visit plus Handling Charge
■ Handling Charge	\$1.793	Cubic Foot

<b>PREMIUM STORAGE AND SERVICES</b> (see <a href="http://cic.ironmountain.com/records/glossary">http://cic.ironmountain.com/records/glossary</a> for service definitions)		
DESCRIPTION	EFFECTIVE PRICE	PER
■ Rush Retrieval - Carton	\$6.397	Cubic Foot
■ Rush Retrieval - File from Carton	\$8.519	File
■ Regular Interfile - Carton	\$7.787	Each
■ Half Day Delivery	\$56.143	Visit plus Handling Charge
■ Rush Delivery - Business Day	\$112.275	Visit plus Handling Charge
■ Rush Delivery - Weekends/Holidays/After Hours	\$224.550	Visit plus Handling Charge
■ Rush Pickup - Business Day	\$112.275	Visit plus Handling Charge
■ Archival Destruction - File from Carton	\$4.55	File plus Regular Retrieval Charge
■ Miscellaneous Services - Labor	\$57.893	Hour
■ Re-Boxing Charge	\$5.00	Labor plus New Carton Cost

**OTHER PROGRAM FEES** (see <http://cic.ironmountain.com/records/glossary> for service definitions)

DESCRIPTION	EFFECTIVE PRICE	PER
■ Administrative Fee (Summary Billing)	\$25.12	Account ID per Month
■ Administrative Fee (Detailed Billing)	\$62.80	Account ID per Month
■ Fuel Surcharge	*	Transportation Visit

\*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 <http://cic.ironmountain.com/FuelSurcharge>.

## Custom Pricing Year 3

**CUSTOM STORAGE AND SERVICES** (see <http://cic.ironmountain.com/records/glossary> for service definitions)

DESCRIPTION	EFFECTIVE PRICE	PER
■ Individual Listing	\$0.637	File
■ Third Party Shipping		Actual Courier Fees plus 30%
■ Storage Minimum	\$142.00	Month
■ Minimum Service Order Charge	\$0.00	Order
■ Document Conversion - Labor	\$54.05	Hour
■ Document Conversion - Image Indexing (Keystroke)	\$0.01	Keystroke
■ Document Conversion - Image Capture Scan (non-IOD)	\$0.02	Image
■ Document Conversion - Professional Services	\$250.00	Hour
■ Document Conversion - Imaging Delivery Setup		Quote
■ Digital Record Center for Images - Base Implementation Fee	\$6,000.00	Implementation
■ Digital Record Center for Images - Storage	\$10.00	GB per Month
■ Digital Record Center for Images - User Fee	\$10.00	User per Month
■ Digital Record Center for Images - Minimum Monthly Commit	\$800.00	Month

Additional Services beyond those listed in this Pricing Schedule are available. For service descriptions, please go to Additional Services at [cic.ironmountain.com/additionalservices](http://cic.ironmountain.com/additionalservices).



## Pricing for Core Services Year 4

<b>STANDARD STORAGE AND SERVICES</b> (see <a href="http://cic.ironmountain.com/records/glossary">http://cic.ironmountain.com/records/glossary</a> for service definitions)		
DESCRIPTION	EFFECTIVE PRICE	PER
■ Carton Storage	\$0.251	Cubic Foot
■ Receiving and Entering - Carton	\$1.639	Cubic Foot
■ Regular Retrieval - Carton	\$2.109	Cubic Foot
■ Regular Retrieval - File from Carton	\$2.830	File
■ Regular Refile - Carton	\$2.109	Cubic Foot
■ Regular Refile - File to Carton	\$2.830	File
■ Archival Destruction - Carton	\$2.557	CF plus Regular Retrieval Charge
■ Permanent Withdrawal - Carton	\$3.191	CF plus Regular Retrieval Charge
■ Permanent Withdrawal - File from Carton	\$3.191	File plus Regular Retrieval Charge
■ Next Day Delivery	\$20.095	Visit plus Handling Charge
■ Regular Pickup	\$20.095	Visit plus Handling Charge
■ Handling Charge	\$1.847	Cubic Foot

<b>PREMIUM STORAGE AND SERVICES</b> (see <a href="http://cic.ironmountain.com/records/glossary">http://cic.ironmountain.com/records/glossary</a> for service definitions)		
DESCRIPTION	EFFECTIVE PRICE	PER
■ Rush Retrieval - Carton	\$6.589	Cubic Foot
■ Rush Retrieval - File from Carton	\$8.775	File
■ Regular Interfile - Carton	\$8.021	Each
■ Half Day Delivery	\$57.827	Visit plus Handling Charge
■ Rush Delivery - Business Day	\$115.643	Visit plus Handling Charge
■ Rush Delivery - Weekends/Holidays/After Hours	\$231.287	Visit plus Handling Charge
■ Rush Pickup - Business Day	\$115.643	Visit plus Handling Charge
■ Archival Destruction - File from Carton	\$4.55	File plus Regular Retrieval Charge
■ Miscellaneous Services - Labor	\$59.630	Hour
■ Re-Boxing Charge	\$5.00	Labor plus New Carton Cost



<b>OTHER PROGRAM FEES</b> (see <a href="http://cic.ironmountain.com/records/glossary">http://cic.ironmountain.com/records/glossary</a> for service definitions)		
DESCRIPTION	EFFECTIVE PRICE	PER
■ Administrative Fee (Summary Billing)	\$25.12	Account ID per Month
■ Administrative Fee (Detailed Billing)	\$62.80	Account ID per Month
■ Fuel Surcharge		* Transportation Visit

\*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 <http://cic.ironmountain.com/FuelSurcharge>.

## Custom Pricing Year 4

<b>CUSTOM STORAGE AND SERVICES</b> (see <a href="http://cic.ironmountain.com/records/glossary">http://cic.ironmountain.com/records/glossary</a> for service definitions)		
DESCRIPTION	EFFECTIVE PRICE	PER
■ Individual Listing	\$0.656	File
■ Third Party Shipping		Actual Courier Fees plus 30%
■ Storage Minimum	\$142.00	Month
■ Minimum Service Order Charge	\$0.00	Order
■ Document Conversion - Labor	\$54.05	Hour
■ Document Conversion - Image Indexing (Keystroke)	\$0.01	Keystroke
■ Document Conversion - Image Capture Scan (non-IOD)	\$0.02	Image
■ Document Conversion - Professional Services	\$250.00	Hour
■ Document Conversion - Imaging Delivery Setup		Quote
■ Digital Record Center for Images - Base Implementation Fee	\$6,000.00	Implementation
■ Digital Record Center for Images - Storage	\$10.00	GB per Month
■ Digital Record Center for Images - User Fee	\$10.00	User per Month
■ Digital Record Center for Images - Minimum Monthly Commit	\$800.00	Month

Additional Services beyond those listed in this Pricing Schedule are available. For service descriptions, please go to Additional Services at [cic.ironmountain.com/additionalservices](http://cic.ironmountain.com/additionalservices).

## Pricing for Core Services Year 5

<b>STANDARD STORAGE AND SERVICES</b> (see <a href="http://cic.ironmountain.com/records/glossary">http://cic.ironmountain.com/records/glossary</a> for service definitions)		
DESCRIPTION	EFFECTIVE PRICE	PER
■ Carton Storage	\$0.259	Cubic Foot
■ Receiving and Entering - Carton	\$1.688	Cubic Foot
■ Regular Retrieval - Carton	\$2.172	Cubic Foot
■ Regular Retrieval - File from Carton	\$2.915	File
■ Regular Refile - Carton	\$2.172	Cubic Foot
■ Regular Refile - File to Carton	\$2.915	File
■ Archival Destruction - Carton	\$2.634	CF plus Regular Retrieval Charge
■ Permanent Withdrawal - Carton	\$3.286	CF plus Regular Retrieval Charge
■ Permanent Withdrawal - File from Carton	\$3.286	File plus Regular Retrieval Charge
■ Next Day Delivery	\$20.698	Visit plus Handling Charge
■ Regular Pickup	\$20.698	Visit plus Handling Charge
■ Handling Charge	\$1.902	Cubic Foot

<b>PREMIUM STORAGE AND SERVICES</b> (see <a href="http://cic.ironmountain.com/records/glossary">http://cic.ironmountain.com/records/glossary</a> for service definitions)		
DESCRIPTION	EFFECTIVE PRICE	PER
■ Rush Retrieval - Carton	\$6.787	Cubic Foot
■ Rush Retrieval - File from Carton	\$9.038	File
■ Regular Interfile - Carton	\$8.261	Each
■ Half Day Delivery	\$59.562	Visit plus Handling Charge
■ Rush Delivery - Business Day	\$119.113	Visit plus Handling Charge
■ Rush Delivery - Weekends/Holidays/After Hours	\$238.225	Visit plus Handling Charge
■ Rush Pickup - Business Day	\$119.113	Visit plus Handling Charge
■ Archival Destruction - File from Carton	\$4.55	File plus Regular Retrieval Charge
■ Miscellaneous Services - Labor	\$61.419	Hour
■ Re-Boxing Charge	\$5.00	Labor plus New Carton Cost



<b>OTHER PROGRAM FEES</b> (see <a href="http://cic.ironmountain.com/records/glossary">http://cic.ironmountain.com/records/glossary</a> for service definitions)		
DESCRIPTION	EFFECTIVE PRICE	PER
■ Administrative Fee (Summary Billing)	\$25.12	Account ID per Month
■ Administrative Fee (Detailed Billing)	\$62.80	Account ID per Month
■ Fuel Surcharge		* Transportation Visit

\*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 <http://cic.ironmountain.com/FuelSurcharge>.

## Custom Pricing Year 5

<b>CUSTOM STORAGE AND SERVICES</b> (see <a href="http://cic.ironmountain.com/records/glossary">http://cic.ironmountain.com/records/glossary</a> for service definitions)		
DESCRIPTION	EFFECTIVE PRICE	PER
■ Individual Listing	\$0.675	File
■ Third Party Shipping		Actual Courier Fees plus 30%
■ Storage Minimum	\$142.00	Month
■ Minimum Service Order Charge	\$0.00	Order
■ Document Conversion - Labor	\$54.05	Hour
■ Document Conversion - Image Indexing (Keystroke)	\$0.01	Keystroke
■ Document Conversion - Image Capture Scan (non-IOD)	\$0.02	Image
■ Document Conversion - Professional Services	\$250.00	Hour
■ Document Conversion - Imaging Delivery Setup		Quote
■ Digital Record Center for Images - Base Implementation Fee	\$6,000.00	Implementation
■ Digital Record Center for Images - Storage	\$10.00	GB per Month
■ Digital Record Center for Images - User Fee	\$10.00	User per Month
■ Digital Record Center for Images - Minimum Monthly Commit	\$800.00	Month

Additional Services beyond those listed in this Pricing Schedule are available. For service descriptions, please go to Additional Services at [cic.ironmountain.com/additionalservices](http://cic.ironmountain.com/additionalservices).



## Conclusion

Your records tell the story of your business and have operational, financial and legal value.

Yet they also represent risks, costs and management challenges. In addition to rising storage, labor and administrative expenses, today's changing legal climate brings liability — tough enforcement of new regulations adds a litigation-readiness focus to the complexity of records management.

As this proposal demonstrates, Iron Mountain has the expertise, the resources and the experience to solve City of Gainesville's unique challenges. Our professional, proven, cost-effective records management services have been tailored to address your specific needs.

Iron Mountain can provide you with:

- Responsive local service
- Proven technology
- Deep records management expertise
- Proactive account management
- National account capabilities
- Real estate and facilities resources
- Economies of scale
- Highly trained and dedicated professional staff

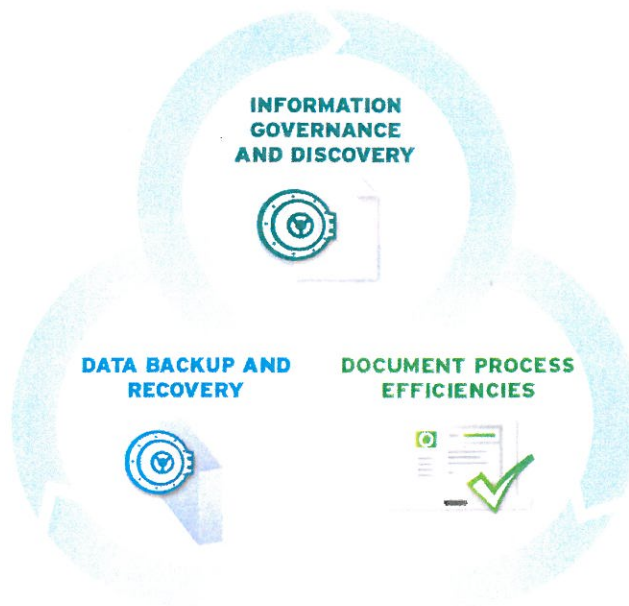
Customers choose Iron Mountain for one reason above all: value. This value extends beyond storage and management services; it rests with the confidence of knowing you have entrusted your records to the industry leader. Customers know Iron Mountain is committed to a long-term business relationship. Iron Mountain is here with answers for your records and information management needs today, and we will be here to help you with your challenges of tomorrow.

## Iron Mountain Overview

Iron Mountain Incorporated (NYSE: IRM) is the global leader in information management services that enables you to protect and better use your information — regardless of its format, location or lifecycle stage — so you can optimize your business and ensure proper recovery, compliance and discovery. Iron Mountain has helped organizations of every size lower the costs, risks and inefficiencies of managing their physical and electronic data. Founded in 1951, Iron Mountain manages billions of information assets, including business records, electronic files, medical data, emails and more for organizations around the world. Visit [www.ironmountain.com](http://www.ironmountain.com) or follow the company on Twitter at [www.twitter.com/IronMountain](http://www.twitter.com/IronMountain).

## Solution Categories

Iron Mountain offers a comprehensive array of information management solutions that help you know what information you have, where it is stored, and how to get to it quickly and confidently to reduce costs, risks and inefficiencies associated with managing your paper and electronic data.



### Information Governance and Discovery

- Records Management
- Secure Shredding
- Federal Records Storage
- Compliant Records Management
- Compliant Information Destruction
- Health Information Services
- Medical Image Archiving
- Film and Sound Archives
- Fulfillment Services
- Energy Data Services

### Data Backup and Recovery

- Offsite Tape Vaulting Services
- Online Vaulting Services, including:
  - Server Backup
  - PC Backup
- Data Restoration Services
- Intellectual Property Management
  - Software, SaaS, Data Escrow
  - Verification Services
- Consulting Services
- Value Added Services, including:
  - Disaster Recovery Testing
  - Library Moves
  - Media Destruction

### Document Process Efficiencies

- Document Management Solutions
- Business Process Management

## The Numbers Tell Our Story

### Make a secure decision

The result of our focused approach has been nothing short of remarkable.

- More than **1,000 facilities** comprising 66 million square feet worldwide
- More than **500 million cubic feet of hard copy records stored**
- Over **10 million linear feet of medical records** under management
- More than **82 million pieces of data stored** in **highly secure** data protection vaults
- Over **150,000 customer accounts** and growing daily
- **3,000+ vehicles** making **18 million trips** per year worldwide

Iron Mountain takes great pride in its tremendous financial stability and consistently strong performance. We are built on a highly recurring revenue model that boasts 20 consecutive years of storage revenue growth. Our stable and very predictable revenue streams and the cash flows they generate, allow us to make significant investments in new products and services and increased security to better protect and store our customers' information.

## Iron Mountain Locations

Iron Mountain has a global network with local service. Promoting consistency across media and geographies, we service over 35 countries on 5 continents.

 Iron Mountain Coverage







January 25, 2012

Belinda Morris  
Sr. Accounting Clerk  
City of Gainesville  
200 East University Ave  
Gainesville, FL 32601

Dear Ms. Morris:

Thank you for continuing to trust Iron Mountain with your records management needs. Enclosed please find your new Iron Mountain Pricing Schedule (Schedule A), which provides updated rates for Records Management Services, effective February 1, 2012 through January 31, 2017.

As part of our commitment to deliver the highest level of service to City of Gainesville, we have created a new online Customer Information Center (CIC). Accessible at [cic.ironmountain.com](http://cic.ironmountain.com), the CIC contains a wealth of helpful information including storage and service descriptions, a glossary of terms, and billing protocols such as how we determine billable cubic footage of non-standard cartons — which may be greater than physical carton size. We'll be updating the CIC often, so please bookmark the site for easy reference and check back often.

We are also continually investing to improve the security of your records with innovations like Iron Mountain's InControl® which safeguards your information while it is in transit with patent-pending security, real-time tracking, and auditable chain of custody. While these investments are not cost-free, they are critically important to ensuring your records are always safe and secure.

We thank you for the business you entrust with us and look forward to our continued partnership in managing your company's vital business information. If you have any questions, please contact Customer Response at 1-800-934-3453.

Sincerely,

Riley Strickland  
Account Manager

Enclosures



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/19/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Beecher Carlson Insurance Services 6 Concourse Parkway, Suite 2300 Atlanta, GA 30328  www.beechercarlson.com	CONTACT NAME:	
	PHONE (A/C, No, Ext): 678-539-4800	FAX (A/C, No): 678-539-4890
INSURED Iron Mountain Information Management Inc. 745 Atlantic Avenue Boston MA 02111	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Zurich American Ins. Co	NAIC #: 16535
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

## COVERAGES

CERTIFICATE NUMBER: 12619442

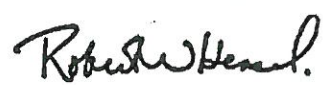
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC			GLO 8376833-13	11/1/2011	11/1/2012	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$ \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			BAP 8376837-13	11/1/2011	11/1/2012	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC 8376834-13 WC 8376836-13	11/1/2011 11/1/2011	11/1/2012 11/1/2012	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER 0 E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

City of Gainesville included as an additional insured (excluding workers' compensation), but only as relates to services and limits required by contract or agreement.

CERTIFICATE HOLDER	CANCELLATION
City of Gainesville Attn: Belinda Morris 200 East University Ave Gainesville FL 32601	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE   (ATL) Robert W. Hessel

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AGENCY CUSTOMER ID: \_\_\_\_\_

LOC #: \_\_\_\_\_



## ADDITIONAL REMARKS SCHEDULE

Page \_\_\_\_ of \_\_\_\_

AGENCY Beecher Carlson Insurance Services		NAMED INSURED Iron Mountain Information Management Inc. 745 Atlantic Avenue Boston MA 02111
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

### ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability (05/10)

CERTIFICATE HOLDER: City of Gainesville Attn: Belinda Morris

ADDRESS: 200 East University Ave Gainesville FL 32601

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.