

COB - BOSAIR FORM

11/18/2025 3:35 PM (MST)

Submitted by Fred.Leveque@pima.gov



BOARD OF SUPERVISORS AGENDA ITEM REPORT (BOSAIR)

All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.

Record Number: SC PO SC2400001184

Award Type: Award

Is a Board Meeting Date Requested? Yes

Requested Board Meeting Date: 12/16/2025

Signature Only:

NO

Procurement Director Award / Delegated Award: • N/A

Supplier / Customer / Grantor / Subrecipient: Iron Mountain, Inc. dba Iron Mountain Information Management, LLC

Project Title / Description: Ballot Storage and Destruction Services

Purpose: Amendment of Award: Supplier Contract No. SC2400001184, Amendment No. 06. This Amendment extends the term of the contract commencing on 01/22/2026 and terminating on 07/01/2026. No additional funds are required at this time. The extension is needed to align the termination date with the termination date of the Port of Portland contract that was used cooperatively. Administering department: Treasurer.

Procurement Method: Other

Insert additional Procurement Method info, if applicable: Pursuant to Pima County Procurement Code 11.24.010, Cooperative procurement authorized, on 06/29/2021, the Procurement Director approved an award of contract for an initial term of one (1) year and an annual award amount of \$80,000.00 with four (4) one-year renewal options.

To: COB 11/24/2025 (1)
Vers: 5
Pgs: 2

Effective 01/22/2022, the Procurement Officer processed Amendment No. 01, which extended the termination date to 01/21/2023. No additional funds were added and contract not-to-exceed amount remained at \$80,000.00. Three (3) renewal options remained.

Effective 01/22/2023, the Procurement Officer processed Amendment No. 02, which extended the termination date to 01/21/2024 and added a partial award amount of \$30,000.00 for a cumulative not-to-exceed contract amount of \$110,000.00. Two (2) renewal options remained.

Effective 01/22/2024, the Procurement Officer processed Amendment No. 03, which extended the termination date to 01/21/2025 and added a partial award amount of

\$47,000.00 for a cumulative not-to-exceed contract amount of \$157,000.00, and added the Forced Labor of Ethnic Uyghurs language pursuant to A.R.S. § 35-394. One (1) renewal option remained.

Effective 01/22/2025, the Procurement Officer processed Amendment No. 04, which extended the termination date to 01/21/2026 and added the annual award amount of \$80,000.00 for a cumulative not-to-exceed contract amount of \$237,000.00, and added the Heat Injury and Illness Prevention and Safety Plan language pursuant to Pima County Procurement Code 11.40.030. No Renewals remained.

Effective 11/14/2024, the Procurement Officer processed Amendment No. 05, which updated the unit pricing. There was no increase to not-to-exceed contract amount.

PRCUID: 399859
Attachment: Supplier Contract

Program Goals/Predicted Outcomes:

Continued use of storage location for election ballots.

Public Benefit and Impact:

Maintaining storage location for election ballots, moving documents would be costly to Pima County.

Budget Pillar

- N/A

Support of Prosperity Initiative:

- N/A

Provide information that explains how this activity supports the selected Prosperity Initiatives

N/A.

Metrics Available to Measure Performance:

Timely storage and destruction of ballots in compliance with ARS 16-624.

Retroactive:

NO

Amendment / Revised Award Information

Record Number: SC PO SC2400001184

Document Type:

SC

Department Code:

PO

Contract Number:

SC2400001184

Amendment Number:

6

Commencement Date:

01/22/2026

Termination Date:

07/01/2026

Is the Termination Date new?

YES

Classification: Expense
Adjust Level: No change
Prior Contract Number (If Applicable): MA-PO-21-138

Amount This Amendment:

\$0.00

Funding Source(s) required: General Fund

Funding from General Fund?

NO

Contract is fully or partially funded with Federal Funds?

NO

Department: Procurement

Name: Fred LeVeque

Telephone: 5207247126

Add GMI Department Signatures

No

Division Manager/Procurement Officer Signature: Ana Wilber Digitally signed by Ana Wilber
Date: 2025.11.19 11:04:16 -07'00' Date: _____

Procurement Director Signature: Bruce D Collins Digitally signed by Bruce D Collins
Date: 2025.11.19 11:17:38 -07'00' Date: _____

Department Director Signature: Bruce D Collins Date: 11/19/25

Deputy County Administrator Signature: [Signature] Date: 11-21-2025

County Administrator Signature: [Signature] Date: 11-21-25

PIMA COUNTY

Pima County Procurement Department
150 W. Congress St. 5th Fl
Tucson AZ 85701

**Supplier Contract Amendment**

Contract Number	SC2400001184- 5
Contract Start Date	06-28-2021
Contract End Date	07-01-2026
Payment Type	Warrant/Check
Buyer	Fred Leveque
Phone Number	
Email	

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Supplier:	Contract Name:
Iron Mountain Inc Po Box 601002	Ballot Storage and Destruction Services

Supplier Contact and Payment Terms:	Shipping Method	Delivery Type	FOB
Phone: +1 (520) 7474400 Email: sheila.poggi@ironmountain.com Terms: Net 30 Days:	Vendor Method	Standard Ground	FOB Dest, Freight Prepaid
	Currency	NTE Amount	Used Amount
	USD	237,000.00	49,988.01

Contract/Amendment Description:

Amendment No. 06 extends the term of the contract commencing on 01/22/2026 and terminating on 07/01/2026. No additional funds are required at this time. The extension is needed to align the termination date with the termination date of the Port of Portland contract that was used cooperatively.

Catalog Items:					
Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN
1	administration-misc. fees Summary	Month	51.79		
2	rush delivery - business day	Trip	144.80		
3	administration-misc. fees Detailed	Month	106.86		
4	regular retrieval - file from carton per cuft	Cubic Feet	4.12		
5	regular refile-carton per cuft	Cubic Feet	3.07		
6	regular interfile	Each	10.14		
7	receiving and entering cartons per cuft	Cubic Feet	2.44		
8	re-boxing charge	Each	5.76		
9	permanent withdrawal- file from carton	Each	2.30		
10	permanent withdrawal- carton per cuft	Cubic Feet	4.63		
11	next day delivery-visit	Each	29.06		

This Supplier Contract incorporates the attached documents, and by reference all instructions, Standard Terms and Conditions, Special Terms and Conditions, and requirements that are included in or referenced by the solicitation documents used to establish this contract. All transactions and conduct are required to conform to these documents.

PIMA COUNTY

Pima County Procurement Department
150 W. Congress St. 5th Fl
Tucson AZ 85701

**Supplier Contract Amendment**

Contract Number	SC2400001184- 5
Contract Start Date	06-28-2021
Contract End Date	07-01-2026
Payment Type	Warrant/Check
Buyer	Fred Leveque
Phone Number	
Email	

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Catalog Items:

Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN
12	miscellaneous services	Hour	75.02		
13	minimum service charge ea	Each	19.01		
14	half day delivery	Trip	63.60		
15	rush retrieval-file	Each	11.03		
16	carton storage space-300 cuft per month	Cubic Feet	0.34		
17	rush retrieval-carton per cuft	Cubic Feet	8.37		
18	archival destruction carton per cuft	Cubic Feet	3.73		
19	rush pick-up - business day	Trip	144.80		
20	archival destruction file from carton per cuft	Cubic Feet	3.49		
21	rush delivery - weekend/ holiday/after hours	Trip	290.85		

This Supplier Contract incorporates the attached documents, and by reference all instructions, Standard Terms and Conditions, Special Terms and Conditions, and requirements that are included in or referenced by the solicitation documents used to establish this contract. All transactions and conduct are required to conform to these documents.