

COB - BOSAIR FORM

06/02/2026 4:10 PM (MST)

Submitted by Troy.McMaster@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

BOSAIR Activity: Board Meeting Request

Requested Board Meeting Date: 06/23/2026

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. 07. This Amendment extends the term of the contract commencing on 07/02/2026 and terminating on 09/01/2026. No additional funds required at this time. This extension aligns the contract with current cooperative, permitting time for the replacement contract to be awarded. Administering Department: Treasurer's Office.

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.

Effective 01/22/2022, the Procurement Officer processed Amendment No. 01, which extended the termination date to 01/21/2023. No additional funds were required. Three (3) renewals 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 annual award amount of \$30,000.00 for a cumulative not-to-exceed contract amount of \$110,000.00. Two (2) renewals remained.

Effective 01/22/2024, the Procurement Officer processed Amendment No. 03, which extended the termination date to 01/21/2025, added a partial annual award amount of \$47,000.00 for a cumulative not-to-exceed contract amount of \$157,000.00, and appended the contract with the Forced Labor of Ethnic Uyghurs language, pursuant to A.R.S. § 35-394. One (1) renewal remained.

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

Effective 11/14/2025, the Procurement Officer processed Amendment No. 05, which updated unit pricing. There was no increase to the not-to-exceed contract amount.

On 12/16/2025, the Board of Supervisors approved Amendment No. 06, which extended the termination date to 07/01/2026. No additional funds were required.

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.

Strategic Plan Pillar

- Public Service

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:

07

Commencement Date:

07/02/2026

Termination Date:

09/01/2026

Supplier / Subrecipient Headquarters Location

Boston, MA

* Headquarters information is not a consideration for awards

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: N/A

Funding from General Fund? NO

Contract is fully or partially funded with Federal Funds? NO

Contract is fully or partially funded with Non-Federal Grant Funds? NO

Department: Procurement

Name: Troy McMaster

Telephone: 520.724.8728

Add GMI Department Signatures No

Division Manager/Procurement Officer Signature: Ana Wilber Date: 6/4/2026 | 4:19 PM MST

Procurement Director Signature: Bruce Collins Date: 6/4/2026 | 4:23 PM MST

Department Director Signature: Jake Martin Date: 6/5/2026 | 9:09 AM MST

Deputy County Administrator Signature: S Holmes Date: 6/5/2026 | 1:26 PM MST

County Administrator Signature: Quir Date: 6/5/2026 | 2:48 PM MST

PIMA COUNTY

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



Supplier Contract Amendment

Contract Number	SC2400001184- 7
Contract Start Date	06-28-2021
Contract End Date	09-01-2026
Payment Type	Warrant/Check
Buyer	Troy McMaster
Phone Number	
Email	

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

Supplier Contact and Payment Terms: Phone: +1 (520) 7474400 Email: sheila.poggi@ironmountain.com Terms: Net 30 Days:	Shipping Method	Delivery Type	FOB
	Vendor Method	Standard Ground	FOB Dest, Freight Prepaid
	Currency	NTE Amount	Used Amount
	USD	237,000.00	67,506.79

Contract/Amendment Description:

This Amendment No. 07 extends the term of the contract commencing on 07/02/2026 and terminating on 09/01/2026. Administering Department: Treasurer's Office.

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- 7
Contract Start Date	06-28-2021
Contract End Date	09-01-2026
Payment Type	Warrant/Check
Buyer	Troy McMaster
Phone Number	
Email	

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.