



STATE OF IOWA
MASTER AGREEMENT
Contract Declaration and Execution

MA 005

4224C

EFFECTIVE BEGIN DATE: 07-09-2017
EXPIRATION DATE: 07-08-2018
PAGE: 1 of 5

VENDOR:

Iron Mountain Inc
Iron Mt Secure Shredding

PO BOX 915004
DALLAS, TX 75391-5004

VENDOR CONTACT:

Christina Nihart

PHONE: 610-792-7144

EMAIL: christina.nihart@ironmountain.com

ISSUER:

Nancy Wheelock

PHONE: 515-725-2268

EMAIL: Nancy.Wheelock@iowa.gov

EXT:

FOB: FOB Dest, Freight Prepaid

Contract For: Confidential Document Destruction services.

The parties agree to comply with the terms and conditions on the following attachments which are by this reference made a part of the Agreement.

*Attachment 1: General Terms and Conditions for service/goods contracts are posted at: http://das.gse.iowa.gov/terms_service.pdf

*Attachments 2-3 are on file with the Department of Administrative Services Central Procurement.

*Attachment 2: Contractor's Response to Competitive Bidding RFB0512005032 Addendum 2 (except for any contractor objection or amendment to the Competitive Bidding Document requirements that the State has not explicitly agreed to in writing)

*Attachment 3: Bidders' Cost (final pricing documentation) response to competitive bidding document RFB0512005032 Addendum 2.

Attachment 4: Special Terms - *Exhibits: 5, 6 and 7 of IRS Publication 1075 and excerpts from 8.0 addressing the destruction methods allowed under IRS Publication 1075,

*Signed Confidentiality agreement, 1/4/2013 (Attachment added) First Amendment.

Payment Terms: Net 60, State agencies shall use their Pcard to make payments on this contract.

This contract is available to all State locations including but not limited to Des Moines, Grimes, Johnston, Pleasant Hill, Ankeny, Urbandale and Marshalltown. Locations may be added or dropped as requested.

Delivery FOB Destination

Customer Service: 800-934-3453 to place service orders or ask questions about your invoice.

Order@ironmountain.com for placing service orders.

RENEWAL OPTIONS

AUTHORIZED DEPARTMENT

ALL

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR		STATE OF IOWA	
CONTRACTOR'S NAME (If other than an individual, state whether a corp, partnership, etc.		AGENCY NAME	
BY (Authorized Signature)	Date Signed	BY (Authorized Signature)	Date Signed
Printed Name and Title of Person Signing		Printed Name and Title of Person Signing	
Address		Address	



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LINE NO.	QUANTITY / SERVICE DATES	UNIT	COMMODITY / DESCRIPTION	UNIT COST / PRICE OF SERVICE
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1	0.00000	EA	96227	\$ 20.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Document Shredding Services

Document Shredding Scheduled Services - OFF-Site

Shredding containers available are:

175 gallon

95 gallon

65 gallon

security console

mini-console

Media bin with blue lid (65 gallon)

Total collection fee of \$20.00 for less than sixteen (1-15) containers per address for regularly scheduled, off-site shredding services. Includes all containers within a building.

Regularly scheduled means Weekly, Monthly, Bi-monthly etc...

All documents will be collected, handled, transported, and shredded through use of a documented secure process that is in compliance with IRS Publication 1075.

If you have MEDIA for destruction, please contact Iron Mountain and they will deliver a bin with a blue lid for media destruction. DO NOT PUT MEDIA IN THE SAME BIN AS YOUR PAPER SHREDDING.

2	0.00000	EA	96227	\$ 30.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Document Shredding Services

Document Shredding On-Call Services - OFF-Site

Shredding containers available are:

175 gallon

95 gallon

65 gallon

security console

mini-console

Media bin with blue lid (65 gallon)

Total collection fee of \$30 for less than sixteen (1-15) containers per address for on-call, off-site shredding services. Includes all containers within a building.

All documents will be collected, handled, transported, and shredded through use of a documented secure process that is in compliance with IRS Publication 1075.

If you have MEDIA for destruction, please contact Iron Mountain and they will deliver a bin with a blue lid for media destruction. DO NOT PUT MEDIA IN THE SAME BIN AS YOUR PAPER SHREDDING.

3	0.00000	EA	96295636409	\$ 0.000000
				\$ 0.000000



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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

RECORDS ACCESSION (ON-GOING)

RECORDS ACCESSION (ON-GOING), REVIEWED QUARTERLY

Quarterly Reporting of services provided to include collection locations, collection dates and certifications of destruction for all documents in accordance with IRS Publication 1075. These records will be made available by the Contractor upon request of the State.

The Contracting Officer will also be allowed to conduct audits of the Contractors process and procedures for the collection, transportation, handling and destruction of all confidential documentation to insure compliance IRS Publication 1075. Copies of the audit reports will be provided to the Contractor, State Agencies and will be stored electronically by DAS Procurement Services. All applicable IRS Publication excerpts and exhibits 5,6,and 7 are included in this contract as attachments.

4	0.00000	EA	96227	\$ 5.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Document Shredding Services

Document Shredding Services - Bin Fee for over 15 Bins

Additional fee charged per container when the total container count is 16 or more on a regularly scheduled service date. The \$5 fee is only charged for containers 16 and over.

Also applies if a current or new service location requests 16 or more containers more than once a week.

Commodity lines one, two, five and six still apply respectively for each service call for the containers collected on this line.

Example: If 18 containers are collected for a scheduled service, the agency will be invoiced \$20 for the service call plus \$15 for the three extra bins.

5	0.00000	EA	96227	\$ 0.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Document Shredding Services

Document Shredding Scheduled Services with Split Fees

Shredding containers available are:

175 gallon

95 gallon

65 gallon

security console

mini-console

Media bin with blue lid (65 gallon)



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For regularly scheduled, off-site service calls with multiple locations in a building or when the billing cycle falls between service calls in a week, the fee of 20.00 may be split or adjusted to accommodate.

Regularly scheduled means Weekly, Monthly, Bi-monthly etc...

All documents will be collected, handled, transported, and shredded through use of a documented secure process that is in compliance with IRS Publication 1075.

6	0.00000	EA	96227	\$ 20.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Document Shredding Services

Document Shredding Scheduled Services - ON-Site

Shredding containers available are:

175 gallon

95 gallon

65 gallon

security console

mini-console

Total collection fee of \$20.00 for less than sixteen (1-15) containers per address for regularly scheduled, ON-SITE shredding services. Includes all containers within a building.

Regularly scheduled means Weekly, Monthly, Bi-monthly etc.

All documents will be collected, handled, shredded, and transported through use of a documented secure process that is in compliance with IRS Publication 1075.

THIS DOES NOT INCLUDE ON-CALL, ON-SITE SHREDDING SERVICES.



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TERMS AND CONDITIONS

Terms & Conditions Service

The parties agree to comply with the terms and conditions on the following web site which are by this reference made a part of the Agreement.

General Terms and Conditions for service contracts are posted at: http://das.gse.iowa.gov/terms_services.pdf