

File Copy

JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT

COMPLETE THIS SECTION IF NEW CONTRACT

For contract(s) in this request, answer applicable questions in each of the 4 major subject areas below in accordance with the Instructions for Preparation of Non-Competitive Procurement Form on the reverse side.

Request that negotiations be conducted only with IRON MOUNTAIN for the product and/or services described herein.
 (Name of Person or Firm)

This is a request for ✓ (One-Time Contractor Requisition # 41369, copy attached) or _____ Term Agreement or

_____ Delegate Agency (Check one). If Delegate Agency, this request is for "blanket approval" for all contracts within the

_____ (Attach List) Pre-Assigned Specification No. 71285
 (Program Name)

Pre-Assigned Contract No. _____

COMPLETE THIS SECTION IF AMENDMENT OR MODIFICATION TO CONTRACT

Describe in detail the change in terms of dollars, time period, scope of services, etc., its relationship to the original contract and the specific reasons for the change. Indicate both the original and the adjusted contract amount and/or expiration date with this change, as applicable. Attach copy of all supporting documents. Request approval for a contract amendment or modification to the following:

Contract #: _____ Company or Agency Name: _____

Specification # _____ Contract or Program Description: _____

Modification #: _____ (Attach List, if multiple)

Bill Kelly
 Originator Name

744-6043
 Telephone

William Kelly
 Signature

Department of General Services
 Department

12/17/08
 Date

Indicate **SEE ATTACHED** in each box below if additional space needed:

<input checked="" type="checkbox"/> PROCUREMENT HISTORY	SEE ATTACHED	S. S. R. B.
<input checked="" type="checkbox"/> ESTIMATED COST	SEE ATTACHED	DATE _____ APPROVED... _____ CONDITIONALLY
<input checked="" type="checkbox"/> SCHEDULE REQUIREMENTS	SEE ATTACHED	APPROVED... _____ RETURN TO DEPT... _____ DISAPPROVED... _____
<input type="checkbox"/> EXCLUSIVE OR UNIQUE CAPABILITY	SEE ATTACHED	
<input type="checkbox"/> OTHER		

APPROVED BY: _____ DATE _____

Mount M. Single
 CHIEF PROCUREMENT OFFICER

Z. S. H.
 BOARD CHAIRMAN
12-18-08
 APPROVAL DATE

12/17/08
 DATE

DPS PROJECT CHECKLIST

For DPS Use Only	
Date Received	_____
Date Returned	_____
Date Accepted	_____
CACN's Name	_____

IMPORTANT: PLEASE READ AND FOLLOW THE INSTRUCTIONS FOR COMPLETING THE PROJECT CHECKLIST AND CONTACT THE APPROPRIATE UNIT MANAGER IF YOU HAVE ANY FURTHER QUESTIONS. ALL INFORMATION SHOULD BE COMPLETED, ATTACH ALL REQUIRED MATERIALS AND SUBMIT FOR HANDLING TO THE DEPARTMENT OF PROCUREMENT SERVICES, ROOM 403, CITY HALL, 121 N. LASALLE STREET, CHICAGO, ILLINOIS 60602.

GENERAL INFORMATION:

Date: 12/17/2008
 REQ No.: 41369

Contact Person: BILL KELLY
 Tel: 744-6043 Fax: 744-2773 E-mail:WKELLY
 @cityofchicago.org

PO No.: (if known):

Project Manager:NOEMY QUINONES
 Tel: 744-6039 Fax: 744-6097 E-mail:NQUINONES
 @cityofchicago.org

Modification No.: (if known):

Previous PO No.: (if known):

Project Description: SOLE SOURCE AGREEMENT FOR CITY RECORDS STORAGE AND RETRIEVAL SERVICES FOR VARIOUS CITY DEPARTMENTS.

FUNDING:

City: Corporate Bond Enterprise Grant* Other
 State: IDOT/Transit IDOT/Highway Grant* Other
 Federal: FHWA FTA FAA Grant* Other

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	OBJT	PROJECT	RPTG	\$ DOLLAR AMOUNT
1	008	0100	0382105	0140						700000
2	008	0740	0854045	0140						75000

Estimated Value \$775000

*IF GRANT FUNDED, A COPY OF THE APPROVED GRANT AND APPLICATION ARE REQUIRED and any other Terms and Conditions that may apply.

SCOPE STATEMENT:

Attached is a Detailed Scope of Services and/or Specification

IMPORTANT: THIS IS A CRITICAL PORTION OF YOUR SUBMITTAL. IN ORDER FOR DPS TO ACCEPT YOUR SUBMITTAL YOU MUST COMPLETE THE SPECIFIC SCOPE REQUIREMENTS AS SET FORTH IN THE SUPPLEMENTAL CHECKLIST FOR THAT UNIT.

The following is a general description of what should be included in a Scope of Services or Specification:

A clear description of all anticipated services and products, including: time frame for completion, special qualifications of prospective vendors, special requirements or needs of the project, locations, anticipated participating user departments, citation of any applicable City ordinance or state/federal regulation or statute.

TYPE OF PROCUREMENT REQUESTED (check all that apply):

NEW REQUEST

Blanket Agreement
 Standard Agreement
 Small Orders

MOD/AMENDMENT

Time Extension
 Vendor Limit Increase
 Scope Change/Price Increase/Additional Line Item(s)
 Other (specify):

FORMS: Requisition Special Approvals Non-Competitive Review Board (NCRB)

CONTRACT TERM: Requested Term (number of months): 1 2

DPS PROJECT CHECKLIST

PRE BID/SUBMITTAL REQUIREMENTS:

Requesting Pre Bid/Submittal Conference? Yes No Requesting Site Visit? Yes No

ARCHITECTURAL/ENGINEERING SUPPLEMENTAL CHECKLIST

Required Attachments: Scope of Services, including location, description of project, services required, deliverables, and other information as required

Risk Management

Will services be performed within 50 feet of CTA train or other railroad property? Yes No

Will services be performed on or near a waterway? Yes No

If applicable, Pre-Qualification Category No. _____ Category Description: _____

For Pre-Qualification Program, attach list of suggested firms to be solicited

Other Agency Concurrence Required: None State Federal Other (fill in) _____

AVIATION CONSTRUCTION SUPPLEMENTAL CHECKLIST

DOA sign-off for final design documents: Yes No

Required Attachments:

Copy of Draft Contract Documents and Detailed Specifications.

Risk Management:

Current Insurance Requirements prepared/approved by Risk Management: Yes No

Will work be performed within 50 feet of CTA or ATS structure or property? Yes No

Will work be performed airside? Yes No

***NOTE:** Any non-construction Aviation request, complete the applicable section.

COMMODITIES SUPPLEMENTAL CHECKLIST

Required Attachments: Detailed Specifications (Scope of Services) including detailed description of the product, delivery location, user department contact, price escalation considerations, Bidder's qualification, contract term and extension options, Contractor's qualifications, citation of any applicable City/State/Federal statutes or regulations, citation of any applicable technical standards and Price Lists/Catalogs, technical drawings and other exhibits and attachments as appropriate.

If Modification request, please verify and provide the following:

Contractor's Name:

Contractor's Address:

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:

CONSTRUCTION SUPPLEMENTAL CHECKLIST

Required attachments:

Copy of Draft (80% Completion), Contract Documents and Detailed Specifications

Risk Management

Will services be performed within 50 feet of CTA train or other railroad property? Yes No

Will services be performed on or near a waterway? Yes No

DPS PROJECT CHECKLIST

VEHICLES/HEAVY EQUIPMENT SUPPLEMENTAL CHECKLIST

Required Attachments:

- Detailed Specifications including detailed description of the vehicle(s) or equipment, mounted equipment, if any, and options/accessories.
- Special Provisions (Delivery, Warranty, Manuals, Training, Additional Unit Purchase Options, Bid Submittal Information, etc.)
- Delivery Location(s)
- Technical Literature
- Drawings, if any
- Part Number List (Manufacturer; or Dealer; or Other Source:)
- Current Price List(s)/Catalog(s)
- Special Approval Form
- Exhibits and Attachments

If **Modification request**, please verify and provide the following:

Contractor's Name:

Contractor's Address:

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:

PROFESSIONAL SERVICES SUPPLEMENTAL CHECKLIST

- Detailed description of project listing obligations of each party.
- The Schedule of Compensation
- Deliverables
- Request for individual contract services (if applicable)
- The appropriate EPS form
- ITSC (approved by BIS)
- OBM (approved by Budget form/memo)
- Grant document attached

Attach any documentation indicating any previous purchase activity to assist in the procurement process

TELECOMMUNICATIONS AND UTILITIES SUPPLEMENTAL CHECKLIST

Required Attachments: Detailed Scope of Services/Specification which sets forth all of the anticipated services and products the user department wants provided, including time frame for completion, special qualifications of prospective vendors, special requirements or needs of the project, locations, anticipated participating user departments, citation of any applicable City ordinance or state/federal regulation or statute.

Has the project been reviewed by DGS? Yes No

Attach copy of DGS Recommendation; Reservation(s); or participate under current contract.

Does the project include software? Yes No

If yes, is signed ITSC form attached? Yes No

Does the location involve:

A public way? Yes No

Any concession in the City's facilities? Yes No

Is it anticipated City Council approval of the project or contract will be required? Yes No



City of Chicago
Richard M. Daley, Mayor

Department of General Services


Michi E. Peña
Commissioner

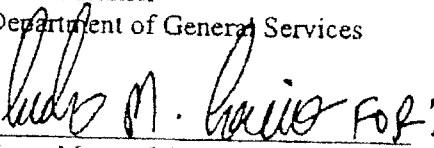
Suite 3700
30 North LaSalle Street
Chicago, Illinois 60602-2586
(312) 742-3124
(312) 744-9883 (FAX)
<http://www.cityofchicago.org>


Memorandum

Date: December 5, 2008
To: Montel Gayles
Chief Procurement Officer
Department of Procurement Services

Attn: Terrence Glavin
General Counsel

From: 
Michi E. Peña
Commissioner
Department of General Services


Terry Mason, M.D.
Commissioner
Department of Public Health


Miguel Del Valle
City Clerk
Office of the City Clerk

Re: REQUEST FOR SOLF SOURCE AGREEMENT FOR
RECORD STORAGE & RECORD
MANAGEMENT SERVICES

Handwritten notes:
12 MONTHS
#775,000.00

The Department of General Services (DGS) is working with several City Departments and the Department of Procurement Services (DPS) to advertise a new specification for Record Storage and Record Management. Currently, Iron Mountain warehouses approximately 200,000 containers at rates established in 1995 and has recently requested a price escalation to cover increased labor, fuel and related operational expenses. Iron Mountain has stated that, without an immediate price increase, which the 1995 Agreement cannot accommodate, it will be forced to cease service to the city and insist on the removal of the city inventory from its warehouse.

DGS, the Department of Public Health (DOPH) and the Office of the City Clerk have an immediate need for a stop gap measure to prevent the displacement of a monumental number of vital city records. In addition, the city does not have in-



house resources to assume direct responsibility for the storage, management and delivery of 200,000 containers, as needed, by various user City departments. Furthermore, Iron Mountain routinely or intermittently provides services such as the delivery of vital health records to neighborhood clinics; legal files subpoenaed by the court involving city lawsuits or other urgent and extremely sensitive matters; human resource files requested by other federal or state government agencies; and contract, financial and/or operational records requested by multiple Departments. All of these services will no longer be available if the vendor was to cease services.

Therefore, DGS, DOPH and the Office of the City Clerk are requesting DPS authorization to enter into a Sole Source Contract with Iron Mountain to ensure the security and integrity of the city's records inventory and the continuity of storage and retrieval services until a new specification is advertised and a contract is awarded and released.

The combined estimated monthly spending for the three departments above is approximately \$55,000 per month for services provided by Iron Mountain, depending on retrieval activity. DGS, DOPH and the Office of the City Clerk recommend that Iron Mountain continue service during this interim period, to avoid the considerable cost of having the inventory relocated to a new facility and data re-entered into another contractor database for available retrieval and delivery.

DGS projects that a final draft specification will be completed no later than 12/31/08 and advertised by the end of January, 2009. A new contract may be awarded and released within the first quarter of 2009.

Please contact Deputy Commissioner Mary Capecci at 312/744-6748 if you have any questions or concerns.

Thank you for your assistance.

cc: M. Gayles – CPO, DPS
J. Martinez - DPS
G. Giraldo – DPS
M. Capecci - DGS
R. Gamboa - DGS
J. Vieyra – DGS
W. Kelly – DGS
N. Quinones - DGS
W. Card - DOH
P. Phillips – Office of the City Clerk
file



DEPARTMENT OF AVIATION

MEMORANDUM

Date: January 5, 2009

To: Montel M. Gayles
Chief Procurement Officer

Attention: Terrence Glavin
General Counsel

From: Richard L. Rodriguez
Commissioner

Subject: Request for Approval Department of Aviation
Participation in Non-Competitive Procurement
Contract for Record Storage and Record Management Services
Vendor: Iron Mountain

The Department of Aviation (DOA) has been working with the Department of General Services (DGS) and other using departments to draft a new specification for Record Storage and Record Management. Currently DOA has over 8,000 boxes in storage at its supply warehouse at O'Hare International Airport. These records have been consolidated from satellite storage locations at the airport as those areas have been developed for other uses. It was the DOA's initial intention to move the records to whichever vendor ultimately was awarded a new citywide contract for record storage, however as that process has languished and a new contract award is not in the near future, the records need to be removed from the airport. The Chicago Fire Department has cited DOA for hazardous conditions as the records, due to their sheer volume, are blocking aisles and impeding exits.

As DGS and other City departments are pursuing a short term non-competitive contract (per attached memo dated 12/5/08) to continue the services with Iron Mountain for the 200,000 containers currently stored by Iron Mountain, DOA requests participation on this contract. Our participation will accomplish a number of things including eliminating the safety situation we have at the DOA warehouse, freeing up space at the warehouse for its core responsibilities and consolidating the records of DOA with those of the other City Departments which in turn should make the future bid solicitation less complex. The DOA database will then be consistent with the other City Departments. Outside of this procurement method, there is not a practical, timely and cost efficient means to relocate DOA's records.

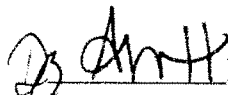


The estimated cost to relocate and inventory the approximately 8,000 boxes is \$45,782 per the attached quote from Iron Mountain. Based on the prices provided to DGS by Iron Mountain for storage, retrieval and adding additional boxes to storage in the future, DOA estimates its ongoing monthly costs at about \$2,000-\$2,200, which totals to approximately \$75,000 for a one year contract while a new contract is advertised and awarded.

If you have any questions please contact David Bowman at 773-686-7089.

Thank you for your cooperation.

Attachments: Iron Mountain Quotation
12/5 memo to DPS from DGS, DPH and City Clerk

 Reviewed by: Angela Manning, Managing Deputy Commissioner



IRON MOUNTAIN

Project Number

G68939801G

District ID: G

CUSTOMER INFORMATION

DATE:

12/19/2008

Customer Name:	City of Chicago	Customer ID:	G689
Contact Name:	Kevin Faul	Department ID:	AVIATION
Customer Address:	10510 Zemke Road (O'Hare Airport)	Contact Number:	773-686-2378
Sourced By:	Anne Michalak	City:	Chicago
Start Date:	TBD	Source Phone #:	630-483-5004
Project Type:	T-Prep	Project Manager:	Jim Glass
File Type:	Paper	Physical Survey:	No

SCOPE OF WORK

City of Chicago (CoC) is contracting Iron Mountain (IM) to label, prep, and remove approximately 8,000 standard size (1.2 CF) boxes from their warehouse at O'Hare Airport and transfer them to an IM Records Center. CoC has requested IM provide box tops (lids) for the entire inventory. Once prepped, the boxes will be picked up and taken to a local Records Center, processed into the SafekeeperPLUS (SKP) system, and entered into the archives.

RECOMMENDED WORKFLOW / PROCEDURES

- IM will assign a Special Project Team to complete the on-site portion of the project. Estimated time required on-site is 10 business days.
- IM will deliver the necessary project supplies (lids, plastic wrap, etc.) prior to the start of the project.
- IM personnel will apply corresponding BLACK barcode labels to each transmittal form and corresponding box. Transmittal information will be taken from the outside of the box. IM will utilize the Major & Minor Description fields (60 total characters) when completing the forms.
- A new IM standard size box top will be placed on each box (when required).
- The boxes will be palletized 48 to a skid (CoC to provide empty pallets and labor) with the labels facing out.
- A transportation schedule will be set up with CoC. The intention is to remove 20-22 pallets per day beginning on Day 2 of the project. A truck level dock is available for use (no security clearance required).
- Upon arrival to IM, the boxes will be scanned into the SKP system and the data from the transmittal forms will be entered.
- IM personnel will re-pack any damaged boxes (crushed, torn, excessively taped) prior to transferring off-site. CoC has indicated they have boxes available on-site. Estimated labor hours (below) do not account for re-packing.

Project Statistics

8,000 standard size boxes @ 1.2 CF each = 9,600 CF
 8,000 boxes @ 48 per pallet = 167 pallets

ESTIMATED BILLING

Item	Units	Rate	Total	Comments
Standard Size Box (Lids Only)	8000	\$ 0.65	\$ 5,192.00	Cost for new, standard size IM lids
Hourly Labor	480	\$ 34.73	\$ 16,670.40	Cost to label, complete transmittals, prep, and construct box lids
Transportation Handling	8000	\$ 1.79	\$ 14,320.00	Cost to transport material to IM
Receiving & Entry	8000	\$ 1.20	\$ 9,600.00	Cost to enter box info into SKP and shelve
* GRAND TOTAL			\$ 45,782.40	<i>Plus applicable taxes</i>

* Individual file list charges are subject to change depending on the ACTUAL scope of the job determined during data entry keying

I have read the above special project description and I agree that the recommended workflow procedures are correct. Charges will be determined based on actual hours or units upon completion. Any additional work not described above will be charged the contract rate with prior customer approval.

Project scope and pricing are valid for 60 days upon quote. Final billing will be based on actual work performed.

X _____
 Customer

_____ Date

 Supervisor, Special Projects, Iron Mountain


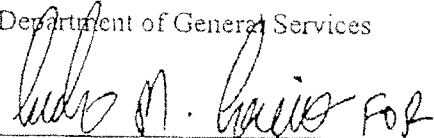
_____ Date

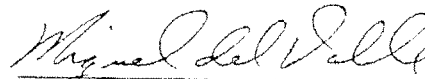


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30 North LaSalle Street
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Memorandum

Date: December 5, 2008
To: Montel Gayles
Chief Procurement Officer
Department of Procurement Services
Attn: Terrence Glavin
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From: 
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Department of General Services

Terry Mason, M.D.
Commissioner
Department of Public Health


Miguel Del Valle
City Clerk
Office of the City Clerk

Re: REQUEST FOR SOLE SOURCE AGREEMENT FOR
RECORD STORAGE & RECORD
MANAGEMENT SERVICES

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