

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** February 26, 2026

FROM: Damaris Henlon, City Attorney

SUBJECT: Proposed Blanket Purchase Agreement with Iron Mountain
Information Management, LLC

I have reviewed the above referenced Agreement with the participating Department/Office(s), and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – the Office of the City Clerk, Records and Archives Division
 - 2) Type of Agreement – Blanket Purchase Agreement
 - 3) Method of Procurement (RFP, bid, etc.) – Invitation for Bid
 - 4) Term of Contract:
 - a) initial – Five year term
 - b) renewals (if any) – One additional five year term
 - c) who exercises option to renew – Mutual agreement of the parties
 - 5) Contract Amount – Annual amount up to \$120,000.00
 - 6) Termination Rights – City, acting through its City Manager or his/her designee, reserves the right to terminate the order in whole or in part for default (a) if Contractor fails to perform in accordance with any of the requirements of the order or (b) If Contractor becomes insolvent or suspends any of its operations or if any petition is filed or proceeding commenced by or against Contractor under any State or Federal Law relating to bankruptcy, reorganization, receivership or assignment for the benefit of creditors. Any such termination will be without liability to City except for completed items delivered and accepted by the City. Contractor, will be liable for excess costs of reprocurement.
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
 - 8) Scope of Services – Contractor shall provide Records Management, Storage and Shredding Services, which includes offsite storage, maintenance of records, pick up, receiving, delivery of inactive records for the City and shredding services of City documents as required in accordance with State Statues
 - 9) Other Significant Provisions: n/a
- cc: George R. Keller, Jr. CPPT, City Manager