



September 7, 2018

Janet Phipps, Director
Iowa Dept. of Administrative Services
Hoover Building, 3rd Floor
Des Moines, IA 50319

Dear Director Phipps:

The Iowa Department of Administrative Services – Central Procurement Bureau requests a waiver under DAS Administrative Rule 11-118.16 (8A) of the application of DAS Administrative Rule 11-118.11 (3) concerning the duration of services contracts. The latter rule states "A service contract, including all optional renewals, shall not exceed a term of six years." DAS Central Procurement Bureau is requesting a waiver with respect to the following contract:

Iron Mountain Inc. provides document destruction services to the State of Iowa. The final renewal term of this contract is from July 9, 2017 to July 8, 2018.

The aforementioned contract was competitively solicited by the State of Iowa, Department of Administrative services in 2014. A new competitive solicitation for document destruction services was posted February 14, 2018. The notice of intent to award was issued to Iron Mountain on May 25, 2018. The Department of Administrative Services and Iron Mountain have been working on the legal review and contract negotiations since the issuance of the notice of Intent to award. This process has taken longer than anticipated. Due to this unforeseen delay, DAS is requesting to extend the expiration of the current contract up to six (6) months. The new proposed expiration date will be January 8, 2019.

Thank you for your time and consideration of this request for waiver.

Respectfully submitted:

Kelli Sizenbach
Kelli Sizenbach, Purchasing Agent 3

Date:

9/7/18

Approval: /s/ Janet E. Phipps

Date: 09/07/2018