

**CONTRACT NO. 1325**

This number must appear  
on all invoices

**PORT OF PORTLAND  
AMENDMENT NUMBER 4  
SERVICES CONTRACT**

**Document and Information Lifecycle Services on a Requirements Basis**

**Parties:** Port of Portland ("Port")  
P.O. Box 3529  
Portland, Oregon 97208

Iron Mountain Information Management, LLC ("Provider")  
One Federal Street  
Boston, MA 02110

**RECITALS**

- A.** The Parties entered into a Services Contract effective January 22, 2021, (the "Contract") under which Provider provides Document and Information Lifecycle Services on a Requirements Basis (the "Services") to the Port.
- B.** Amendment No. 1, executed on March 1, 2022, amended the Contract to provide for an approved rate increase, and deleted Section 4.2 Total Compensation.
- C.** Amendment No. 2, executed on January 10, 2023, amended the Contract to provide for an approved rate increase, and to incorporate the "Provider's Sample Participating Agreement".
- D.** Amendment No. 3, executed July 7, 2023, amended the Contract to modify Section 4 to incorporate minimum order values for certain Services.
- E.** The parties now wish to amend the Contract as follows:
- 1.** Extend the term;
  - 2.** Modify the Contract to allow for an authorized price increase and revised Minimum Order Values.

**AGREEMENT**

**1 TERM**

The Port exercises the first of two options to extend the Contract by one year. Provider

has received or waives its right to notice of such exercise accordingly. Section 2 of the Contract is amended to provide that the expiration date is January 22, 2025.

## 2 COMPENSATION

**1.1** Effective January 1, 2024, Section 4 of the Contract is amended to increase pricing. Schedule 4.1a2 shall be deleted and replaced in its entirety with the attached Schedule 4.1a4.

**1.2** Section 4.3 is modified to increase the Minimum Order Values. Section 4.3 is deleted and replaced with the following:

<b>4.3 Minimum Order Value</b>					
For Services listed below, the order value under this Contract must, at a minimum, be equal to the amounts listed in the following table:					
Services	Metric	2023 Price		2024 Price	
		Minimum Order Value (MOV)		Minimum Order Value (MOV)	
Records Management Storage & Services	per year	\$ 4,000.00		\$ 4,231.68	Price Change
Climate Controlled Storage & Services	per year	\$ 4,000.00		\$ 4,000.00	
Pathology Storage & Services	per year	\$ 4,000.00		\$ 4,000.00	
Secure Shredding Services	per year	\$ 2,000.00		\$ 2,000.00	
Secure Shredding Services	one-time project	\$ 3,000.00		\$ 3,173.80	Price Change
Secure IT Asset Disposition Services	-	-		-	
Teraware Onsite Minimum	order	N/A		\$ 2,518.89	New Item
Data Management Services	per year	\$ 5,000.00		\$ 5,000.00	
Data Management Services	one-time project	\$ 10,000.00		\$ 10,579.35	Price Change
Data Center Services	-	-		-	
Program Management & Operations Services	one-time project	\$ 20,000.00		\$ 20,000.00	
Digitization Services	one-time project	\$ 20,000.00		\$ 21,158.69	Price Change
Information Governance Advisory Services	one-time project	\$ 20,000.00		\$ 20,000.00	
Policy Center & Retention Management	-	-		-	
Media Restoration and Migration	one-time project	\$ 20,000.00		\$ 20,000.00	
Iron Mountain InSight™	-	-		-	
Iron Mountain Clean Start	one-time project	\$ 20,000.00		\$ 20,000.00	
Iron Mountain Library Service	one-time project	\$ 20,000.00		\$ 20,000.00	
Hyland Hosted Solution Services	one-time project	\$ 20,000.00		\$ 20,000.00	

## 3 INTEGRATION

Except as expressly provided otherwise by this Contract Amendment Number 4, all provisions of the Contract, as previously amended, remain in effect.

## 4 AUTHORITY OF SIGNERS

The individuals signing represent that they are authorized by the party for which they sign to bind that party to the provisions of this Contract Amendment No. 4, effective as of the final signature, below.

[signature page follows]

**Provider:**

Iron Mountain Information Management,  
LLC

By:

DocuSigned by:  
*Shelia Poggi*  
049B024135D34CE...

Print name:

Shelia Poggi

As its:

Sr. Manager, Public Sector Contracts & Compliance

Date signed:

12/19/2023

Phone:

202.503.9806

Email:

Sheila.Poggi@ironmountain.com

**Port:**

Port of Portland

By:

DocuSigned by:  
*Julia Fraser*  
9A774DD1778541C...

Print name:

Julia Fraser

As its:

Sr. Procurement Specialist

Date signed:

12/19/2023

**Schedule 4.1a4**  
**Iron Mountain Service Specific Pricing**  
**as of Amendment 4 to Contract No. 1325**  
**effective as of 1/1/2024**