



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)

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Legislative File No: 2026-0166

**TO:** Mayor and City Council Members  
**FROM:** Leanne Scott, City Clerk  
**DATE:** April 13, 2026  
**SUBJECT:** Citywide Records Storage and Digital Imaging Services

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**REQUEST:**

City Council is requested to authorize a blanket purchase order to Iron Mountain, Herndon, Virginia for citywide records storage services as the Primary Vendor and Leonard Brothers Data Management, Ferndale, Michigan for digital imaging services as the Secondary Vendor, in the amount not to exceed \$50,000.00 through June 30, 2027.

**REASON FOR PURCHASE:**

Last year, the City transitioned to Iron Mountain for records storage after they acquired Royal Oak Storage. The move was finalized following City Council's approval of the Consent to Assignment on June 23, 2025, covering the remainder of the existing agreement. While the City is transitioning to a paperless system, there is still a need for document storage in relation to permanent documents. The overall number of documents in storage may decrease as we work towards the scanning of those documents into the new Laserfiche system. This is a process that will take some time and the City has determined the need for these services are still required. The City is seeking approval for a one-year agreement with Iron Mountain utilizing a national cooperative agreement through OMNIA Partners. The rates provided in the OMNIA Partners program are competitive to other contract terms the City reviewed.

Additionally, the City seeks approval to have Leonard Brothers as a secondary firm. Leonard Brothers is the firm that handles all the imaging, image on demand and microfilming services that may be needed. The City has utilized Leonard Brothers for these services over the past few years and recommends the City extend their contract with Leonard Brothers for any service needs that may come up related to digital imaging. Leonard Brothers is very familiar with City operations and files and is able to meet our obligations, needs and timeframes when it comes to FOIA requests which is when we utilize this agreement the most.

**PROCESS:**

**Vendor Name and Address:**

Primary Vendor:  
Iron Mountain  
12901 Worldgate Drive, Suite 50  
Herndon, Virginia 20170

Secondary Vendor:  
Leonard Brothers Data Management

620 Woodward Heights Blvd.  
Ferndale, MI 48220

**Reason for Selection:**  
Cooperative Contract/Best Value

**Method of Purchase:**  
Blanket Purchase Order

**BUDGET:**  
Funding is included in the FY 2026 Adopted Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General Fund	215.801000	Professional Services	\$50,000	\$50,000	\$0

**RECOMMENDATION:**  
It is recommended that City Council authorize a blanket purchase order to Iron Mountain, Herndon, Virginia for citywide records storage services as the Primary Vendor and Leonard Brothers Data Management, Ferndale, Michigan for digital imaging services as the Secondary Vendor, in the amount not to exceed \$50,000.00 through June 30, 2027.

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APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Procurement Manager		
Mayor		
City Clerk		

Contract Reviewed by City Attorney       Yes       N/A