



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
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Legislative File No: 2025-0275

TO: Mayor and City Council Members

FROM: Leanne Scott, City Clerk

DATE: June 23, 2025

SUBJECT: Approval of Consent to Assignment for Citywide Records Storage

REQUEST:

City Council is requested to authorize approval of the Consent to Assignment of the City of Rochester Hills' document storage and management agreement from Royal Oak Storage, Royal Oak, Michigan to Iron Mountain, Herndon, Virginia and further authorizes the Procurement Manager to execute the necessary agreement.

REASON FOR PURCHASE:

The City holds a document storage and management agreement with Royal Oak Storage, established through the State of Michigan's MiDeal cooperative purchasing agreement, with a contract expiration date of December 31, 2025. Royal Oak Storage recently sold its business and assets to Iron Mountain.

Upon notification of the sale, the City promptly met with representatives from both Royal Oak Storage and Iron Mountain. The primary objectives of this meeting were to ensure the maintenance of existing service levels and the commitment from Iron Mountain to honor the City's current contract terms and rates through the December 31, 2025, contract expiration date. Iron Mountain has provided documentation confirming their commitment to these terms.

The City's Purchasing Division, in collaboration with legal counsel, has reviewed the proposed "Customer Consent to Assignment" document. As part of our due diligence and given the discretionary nature of such an assignment, this matter is being presented to City Council for formal approval of the assignment agreement. Approving this assignment ensures uninterrupted continuity of essential document storage services. Iron Mountain's commitment to the existing contract terms provides a stable transition period, allowing the City to maintain access to critical records. Furthermore, the City has been planning for future needs, and Iron Mountain has a national cooperative agreement through OMNIA Partners. At the time of the next contract renewal, the City anticipates recommending a continued agreement with Iron Mountain utilizing this existing cooperative agreement.

Considering these factors, it is the City's recommendation that City Council approve the Consent to Assignment of the document storage and management agreement to Iron Mountain, ensuring seamless and secure record management for the City of Rochester Hills.

PROCESS:

Vendor Name and Address:

Iron Mountain
12901 Worldgate Drive, Suite 560
Herndon, Virginia 20170

Reason for Selection:

Consent to Assignment

Method of Purchase:

Blanket Purchase Order

RECOMMENDATION:

It is recommended that City Council is requested to authorize approval of the Consent to Assignment of the City of Rochester Hills' document storage and management agreement from Royal Oak Storage, Royal Oak, Michigan to Iron Mountain, Herndon, Virginia and further authorizes the Procurement Manager to execute the necessary agreements.

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