

DATE: July 1, 2008

FROM: James Frazier  
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Delaware Public Archives  
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SUBJECT: **AWARD NOTICE, Addendum #3**  
**CONTRACT NO. DOS-OCS-08**  
**OFFSITE CONTAINER STORAGE**

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**1. CONTRACT PERIOD:**

Each vendor's contract shall be valid for a two (2) year period from 7/1/2008 through 6/30/2010. Each contract may be renewed for three (3) additional one-year periods through negotiation between the contractors and Department of State / Delaware Public Archives. Negotiation must be initiated no later than ninety (90) days prior to the termination of the current agreement.

The contract is extended through June 30, 2013.

Vendor name and contact information for Priority Archives has changed effective June 14, 2012.

**The contract has been extended through July 31, 2013.**

**2. VENDORS (2):**

**Note:**

**Services of the two vendors shall be coordinated through Delaware Public Archives, Government Services Section.**

Iron Mountain  
6 Dock View Drive  
New Castle, DE 19720  
Phone: 610-721-8336  
Fax: 610-237-5154  
Contact: Sonya Bush  
Email: [sonya.bush@ironmountain.com](mailto:sonya.bush@ironmountain.com)  
Website: [www.ironmountain.com](http://www.ironmountain.com)

Access Information Management  
5 Chelsea Parkway

Boothwyn, PA 19061  
Phone: 610-245-2300  
Cell: 484-343-6464  
Fax: 610-364-3302  
Contact: Craig Smith  
Email: [csnith@accesscorp.com](mailto:csnith@accesscorp.com)  
Website: [www.accesscorp.com](http://www.accesscorp.com)

**3. PRICING:**

Prices will remain firm for the initial two-year term of the contract (exclusive of fuel surcharges).

**4. BILLING:**

The successful vendors will "Bill as Shipped" to the Department of State / Delaware Public Archives.

**5. PAYMENT:**

Department of State / Delaware Public Archives will authorize and process for payment each invoice within thirty (30) days after the date of receipt. The vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

**6. FORCE MAJEURE:**

Neither the contractor nor Department of State / Delaware Public Archives shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.