[REDACTED]

Iron Mountain (UK) PLC

Third Floor,

Cottons Centre,

Tooley Street,

London,

SE1 2TT

CCS Ref: L0162\_004

Original Contract Reference: L0162

9th January 2018

Dear Paul,

**Re: Award of Contract Extension for L0162\_004 – Offsite Storage - BAU activities**

Crown Commercial Service are writing to inform you of HM Treasury’s intention to extend the existing contract reference L0162 (the “**Contract**”) by an additional one (1) year, and vary the terms of the same. The conditions of this extension are:

* The Contract expiry date shall be extended to 31st May 2019 as per section 1.2 of the Contract which allows the option to extend the Term for a further 5 years till 31 May 2022 in annual or bi-annual increments. The Contract extension will be in line with the current Contract terms and conditions and based upon the initial pricing schedule.
* The value of this extension is anticipated to be £122,000.
* The services delivered within the Annual Transfer Programme will be incorporated into L0162 as a variation. This is in scope of the contract as the work is carried out off-site.
* The value of the variation is proposed to be £229,807.85. HM Treasury will be billed as per the rates described in Appendix A of this variation.
* Iron Mountain will perform the Annual Transfer Programme as per the Key Performance Indictors in Appendix B of this variation.
* The Annual Transfer Programme work for 2018/19 should be completed by 31 March 2019.

All other terms and conditions of the contract remain unchanged.

I would be grateful if you could print and sign two (2) copies of this letter and send an electronic copy to the Crown Commercial Service via e-mail to [REDACTED].

Should you wish to discuss this matter, please do not hesitate to contact me on the details below.

Yours sincerely

[REDACTED]**Crown Commercial Service**

D [REDACTED]

E [REDACTED]

Iron Mountain (UK) Plc accept the terms of the contract extension as set out in this award letter.

|  |  |
| --- | --- |
| **Name of Organisation:** | Iron Mountain (UK) Plc |
| **Authorised Signatory (print):** | \_[REDACTED] |
| **Signature:** | [REDACTED] |
| **Date:** | 01.02.18 |
|  |  |
|  |  |
|  |  |
| **Name of Department:** | HM Treasury |
| **Authorised Signatory (print):** | [REDACTED] |
| **Signature:** | [REDACTED] |
| **Date:** | 02.02.18 |

**Appendix A**

1. HM Treasury Annual Transfer Agreed Rate Card 2018/19
2. Rate Card Pricing

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Per | Price | Notes |
| Cataloguing | File | [REDACTED] | [REDACTED] Files to be completed per day, meaning an equivalent day rate of [REDACTED] |
| Cleaning | File | [REDACTED] | [REDACTED] files to be completed per day, meaning an equivalent day rate of [REDACTED] |
| Sensitivity review | Day | [REDACTED] | [REDACTED] files are to completed per day |
| Transfers to TNA | Trip | [REDACTED] | Large vehicle with room for up to 500 boxes |
| Room charge | Day | [REDACTED] |  |
| Workshop room charge | Half day | [REDACTED] | Room required for sensitivity review work shops |
| Listing | File | [REDACTED] |  |
| Photocopying | Sheet | [REDACTED] |  |
| Poly pockets | Each | [REDACTED] | Poly pockets to be acid free |
| A4 Envelopes | Each | [REDACTED] | Enveloped to be acid free |
| Tape | Roll | [REDACTED] | Tape to be acid free |
| Tags | 100 | [REDACTED] |  |
| TNA Boxes | Each | [REDACTED] | Boxes provided to be TNA approved and acid free |
| File covers | Each | [REDACTED] | File covers to be acid free |

1. Proposed contract year pricing

Iron Mountain have reviewed the estimated file transfer of 25,000 files during contract year and have proposed the following costing, based on the Rate Card in Section 1.

Although the value of the year is anticipated to be this amount, Iron Mountain will only charge HM Treasury for activity completed, based on the Rate Card in Section 1.

The costing is based on 25,000 and the current historic experience of file transfer it is anticipated that:

* 40% of files will qualify for the transfer programme – 10,000 files.
* 10% of the remaining files, and approximately 1000 ministerial files, will require full sensitivity review – 2,000 files.

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | required | Unit price | Total |
| Sensitivity review | 400 | [REDACTED] | [REDACTED] |
| Cataloguing | 10,000 | [REDACTED] | [REDACTED] |
| Cleaning | 10,000 | [REDACTED] | [REDACTED] |
| Transfers to TNA | 10 | [REDACTED] | [REDACTED] |
| Room charge | 165 | [REDACTED] | [REDACTED] |
| Workshop room charge | 10 | [REDACTED] | [REDACTED] |
| Listing | 900 | [REDACTED] | [REDACTED] |
| Photocopying | 30,000 | [REDACTED] | [REDACTED] |
| Poly pockets | 30,000 | [REDACTED] | [REDACTED] |
| A4 envelopes | 1,000 | [REDACTED] | [REDACTED] |
| Tags | 100 | [REDACTED] | [REDACTED] |
| TNA boxes | 1,667 | [REDACTED] | [REDACTED] |
| Tape | 285 | [REDACTED] | [REDACTED] |
| File covers | 2,500 | [REDACTED] | [REDACTED] |
| Total estimated | | | £229,807.85 |

1. Future contract years

Should HM Treasury wish to continue with the arrangement agreed for future transfer years, Iron Mountain would be entitled to an increase by RPI only on these costs.

HM Treasury would provide 90 days’ notice that they wish to vary the contract to support this work.

**Appendix B**

