

Project Mgr.: Damon Gonzales
 Date Posted: 8-21-07
 Date Due: 9-5-07

BID #07-4140
 "File Retrieval/Retention Service"
 Addendums: 0

Notices Sent: 10
 Packages Requested: 17
 Bids Received: 2

DESCRIPTION	USAGE	Iron Mountain Information Management	Robert Flinn Records Center
1. Pickup & Delivery (to Storage)			
a. First Box	per box	See Bid	\$10.00
b. Additional Box	per box	See Bid	\$1.10
c. First Folders	per folder	See Bid	\$10.00
d. Additional Folder	per folder	No Bid	\$0.60
e. First Vault	per vault	No Bid	\$10.00
f. Additional Vault	per vault	No Bid	\$0.35
g. Rush (within 1 HR) Delivery Fee if applicable	\$ _____	\$63.20	\$37.50
h. Return Box	per box	See Bid	\$1.65
i. Return Folder	per folder	\$15.80	\$2.20
j. Return Vault	per vault	No Bid	\$1.65
k. Storage per month per cubic foot	\$ _____	\$0.18	\$0.275
2. Retrieve Data			
a. Retrieve Box	per box	See Bid	\$1.65
b. Additional Retrieve Box	per box	See Bid	\$1.65
c. Retrieve Folder	per folder	\$2.50	\$2.20
d. Additional Retrieve Folder	per folder	\$2.50	\$2.20
e. Retrieve Vault	per vault	No Bid	\$1.65
f. Additional Retrieve Vault	per vault	No Bid	\$1.65
g. Fax Transmission Local	per page	\$1.60	\$0.50
h. Fax Transmission Long Distance	per page	\$1.60	\$1.00
i. Index & Print Reports of Data Storage	per report	See Bid	See Bid
j. Copy File	per copy	\$0.70	\$0.17
k. Destruction of Documents	per lb.	See Bid	\$0.28
3. Misc Charges			
a. Initial Storage Setup includes Moving	Lump Sum	See Bid	See Bid
Includes all existing boxes/files from current vendor (estimate 2732) Cubic foot charge for all other types of storage boxes (This includes all box types not specified above.)	\$ _____	\$1.70	\$0.275
4. Supplies			
a. Legal size boxes	per box	\$2.60	No Bid
b. Standard size boxes	per box	\$2.00	\$1.99

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DESCRIPTION	USAGE	Iron Mountain Information Management	Robert Flinn Records Center
5. Data Management			
a. Enter new box	each	\$1.70	\$0.90
b. Index new box	each	See Bid	See Bid
c. Change or remove index	each	\$1.05	\$0.50
d. Search data	each	\$0.60	See Bid
e. Audit or General labor	per hour	\$35.00	\$40.00
Fax Order Capability? (Y/N):		Yes	Yes
Email Order Capability? (Y/N):		Yes	Yes
Prompt Payment Terms:		- % - Days; Net 30 Days	Net 30 Days
Addenda received (if applicable):		N/A	N/A

Opening Agent: Brenda Brillhart

Witness: Courtney Grosman

This is a preliminary summary of the bids as they were opened and announced at the bid opening. Bid prices have not been verified and are subject to change in the event mathematical errors are discovered during bid review. Other information contained in this summary is also subject to review.