

**Off-Site Record Storage, Retrieval and Management Services Discretionary Purchase Solicitation Cost Proposal**

<b>A. Initial Records Pickup, Intake, and Inventory</b>							
Item	Storage Type	UoM	Unit Price for years 1 to 5				
			Year 1	Year 2	Year 3	Year 4	Year 5
A1	Archive Box	Per Box					
A2	Banker Box	Per Box					
A3	Letter Transfile	Per Container					
A4	Legal Transfile	Per Container					
A5	Architectural/Map Shipping Box	Per Container					
A6	Letter Box	Per Box					
A7	Legal Box	Per Box					
A8	Oversized Box	Per Box					
A9	Containers	Per Box					

<b>B. Monthly Storage Services</b>														
Item	Storage Type	UoM	Year 1		Year 2		Year 3		Year 4		Year 5		Est. Annual Qty	5 Year Total
			Unit Cost	Annual Cost	Unit Cost	Annual Cost	Unit Cost	Annual Cost	Unit Cost	Annual Cost	Unit Cost	Annual Cost		
B1	Archive Box	Per Box, Per Month	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	9054	\$ -
B2	Banker Box	Per Box, Per Month	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	100	\$ -
B3	Letter Transfile	Per Box, Per Month	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	100	\$ -
B4	Legal Transfile	Per Box, Per Month	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	100	\$ -
B5	Architectural/Map Shipping Box	Per Box, Per Month	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	100	\$ -
B6	Letter Box	Per Box, Per Month	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	100	\$ -
B7	Legal Box	Per Box, Per Month	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	100	\$ -
B8	Oversized Box	Per Box, Per Month	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	102	\$ -
B9	Containers	Per Box, Per Month	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	1851	\$ -

<b>C. Retrieval and Delivery Services</b>							
Item	Service Description	UoM	Year 1	Year 2	Year 3	Year 4	Year 5
C1	Standard Retrieval (24-48 hours)	Per Box/Container					
C2	Expedited Retrieval (same day )	Per Box/Container					
C3	Delivery or Transportation charge	Per trip					

<b>D. Refilling and Return to Storage</b>							
Item	Service Description	UoM	Year 1	Year 2	Year 3	Year 4	Year 5
D1	Refilling and return of records to storage	Per box					
D2	Partial box return or reboxing, if required	Per Occurrence					

<b>E. Barcoding, Inventory Management, and Online Access</b>							
Item	Service Description	UoM	Year 1	Year 2	Year 3	Year 4	Year 5
E1	Barcode Labelling and Scanning	Per box					
E2	Online Inventory system access for Agency users	Included or monthly fee					
E3	Standard Inventory reports and audit support	Included or monthly fee					
E4	User training or onboarding, if applicable	Included or hourly rate					

<b>F. Records Destruction Services</b>							
Item	Storage Type	UoM	Year 1	Year 2	Year 3	Year 4	Year 5
F1	Standard Records Box	Per Box					
F2	Architectural or Oversized Box	Per Box					

Certification	
Name of Firm:	
Authorized Signatory Name and Title:	
Signature	
Date:	