



RECORD MANAGEMENT SERVICES, STORAGE AND SUPPLIES

MANDATORY FOR STATE AGENCIES

Term: July 1, 2012 through June 30, 2017
Renewals Remaining: None

The Division of General Services has established this mandatory use contract for the purchase of all record storage requirements for all state agencies in the Juneau area. The state reserves the right to purchase supplies and delivery services from other sources. To utilize this contract, please contact the vendor below.

Location	Vendor	Contract Number	Phone Number
Juneau	AAA Archives	2007-9900-6847	(907) 780-4374

CONTRACT PRICING (Effective January 1, 2017)

SERVICE PROVIDED	<u>CONTRACT PRICE</u>
Record Storage	
Standard storage carton	\$.64 per carton, per month
Oversized or non-standard carton (stored in contractor facility)	\$ 1.52 per cubic foot
Services/ Personnel Time	
Initial date entry of single carton or file	\$ 1.82 per carton or file
Retrieval of single carton	\$ 2.73 per carton
Retrieval of single file, tape or disk	\$ 3.53 per file, tape or disk
Rush Service, retrieval	\$ 0.01 per item
Re-file of a single carton	\$ 2.73 per carton
Re-file of single file, tape or disk	\$ 3.53 per file, tape or disk
Minimum pickup/delivery charge	\$ 54.54
Hourly rate for warehouse personnel for indexing, retrieving, shelving or other similar work.	\$ 48.48 per hr.
After hours surcharge	\$ 0.01 per occurrence
Certified Destruction Services	
Non Confidential Records	\$.29 per pound



Confidential Records	\$.55 per pound
Courier Services	
Standard round trip to single destination (5 days)	\$ 4.85 per trip
Delivery/pick up of single carton, file, tape or disk	\$ 4.85 per carton, file, tape or disk
Rush round trip to single destination (24 hours)	\$ 72.72 each
Supplies / Other Services	
Archive storage cartons (standard carton, top and bottom included)	\$ 3.70 per carton
Archive storage cartons (odd size carton, top and bottom included)	\$ 3.18 per carton
Photocopy charge	\$ 1.21 per page
Fax charges (to fax information to requesting office)	\$ 1.21 per page

For additional information, contact the contracting officer listed below.

Victor Leamer
Contracting Officer
State of Alaska
(907) 465-5678
victor.leamer@alaska.gov

