RECORD MANAGEMENT SERVICES, STORAGE, AND SUPPLIES

MANDATORY FOR EXECUTIVE BRANCH AGENCIES

NON-MANDATORY FOR POLITICAL SUBDIVISIONS

Term: September 1, 2014 thru June 30, 2019
Renewals Remaining: Two Five-Year Renewals

The Division of General Services has established this mandatory use contract for the purchase of all record storage requirements for all executive branch agencies in the Anchorage area and non-mandatory for political subdivisions throughout the south central region of Alaska. Executive branch agencies outside the Anchorage area may utilize this contract if and when they choose. This contract does not allow the vendor to charge a set-up fee for new accounts. To utilize this contract, please contact the vendor below.

Location	Vendor	Contract Number	Phone Number
Anchorage	Alaska Archives	2015-9900-2413	(907) 563-7014

CONTRACT PRICING (Effective July 1, 2016)

STORAGE BOXES			
Item #	**Description**	**Price**	**Unit**
G-1	Standard Record Center Box	$2.96	Each
RECORDS MANAGEMENT			
Item #	**Description**	**Price**	**Unit**
1	Storage of standard record center box	$0.36	Each
2	Storage of oversized or non-standard record center box	$0.53	Per Cu Ft
3	Vault Storage	$13.18	Per Cu Ft
4	Retrieval/Re-file of a single carton	$2.11	Each
5	Retrieval/Re-file of a single file, tape, or disk	$2.64	Each
6	Delivery/Pick up of a single carton	$2.64	Each
7	Delivery/Pick up of a single file, tape, or disk	$1.32	Each
8	Rush service, retrieval	$5.27	Each
9	Rush service, delivery	$19.76	Each
10	Minimum pick up/delivery charge	$15.81	Each
11	Initial data entry of a new carton	$2.96	Each
12	Initial data entry of a new file	$0.92	Each
13	Destruction of all confidential and non-confidential paper documents	$0.27	Per lb.
14-A	Destruction of plastics, cd's, tapes, microfilm, and microfiche	$0.77	Per lb.
14-B	Destruction of cell phones and thumb drives	$4.09	Each
14-C	Destruction of hard drives	$8.17	Each
15	Permanent removal of a carton	$2.64	Each
16	Permanent removal of a file	$0.92	Each
17	Hourly rate for services not listed	$47.44	Per Hour
18	After hours surcharge	$65.88	Per Hour
NON-MANDATORY SHREDDING SERVICES			
19	32 Gallon bin or console (120 lb. maximum)	$27.58	Each
20	64 Gallon bin (240 lb. maximum)	$55.15	Each

Definitions of Records Management Services

1. **Storage of Standard Record Center Box:** This is the monthly fee for storing a standard record center box. Standard record center box is approximately 15.5" x 12.5: x 10.5". This fee is per box.
2. **Storage of Oversized or Non-Standard Box:** This is the monthly fee for storing any box that is not the size of the standard record center box. This fee is per cubic foot.
3. **Vault Storage:** This is the monthly fee for storing items in the facilities vault. This fee is per cubic foot.
4. **Retrieval/Re-file of a Single Carton:** This fee is applied each time the state has a carton retrieved from or returned to the stack area.
5. **Retrieval/Re-file a Single File, Tape, or Disk:** This fee is applied each time the state has a carton retrieved from or returned to the stack area.
6. **Delivery/Pick up of a Single Carton:** This fee is applied when the pick up or delivery involves more than the six items allowed in the Minimum Pick Up/ Delivery fee.
7. **Delivery/Pick up of a Single File:** This fee is applied when the pick up or delivery involves more than the ten items allowed in the Minimum Pick Up/ Delivery fee.
8. **Rush Service Retrieval:** This fee is applied for each item that is delivered to a state office under the Rush Service Delivery.
9. **Rush Service Delivery:** This fee is applied to 90 minute delivery service for up to six boxes or ten files. The Rush Service Retrieval fee is also applied.
10. **Minimum Pick Up/Delivery:** This fee is for the pick up or delivery of up to six cartons or ten files at one office location. This fee does not include retrieval/re-file or initial data entry fees.
11. **Initial Data Entry of a New Carton:** This fee is for each new carton being sent to the records storage facility. This fee includes everything necessary to enter a new carton into the facility including but not limited to loading into the stack area and entering into the records storage tracking system.
12. **Initial Data Entry of a New File:** This fee is for each new file being sent to the records storage facility. This fee includes everything necessary to enter a new file into the facility including but not limited to loading into the stack area and entering into the storage records tracking system.
13. **Destruction of All Confidential and Non-Confidential Paper Documents:** This service includes the destruction of paper documents. This fee is per pound.

14-A. **Destruction of Plastics, CD's, Tapes Microfilm, and Microfiche:** This service is for the destruction of material which shedding is not acceptable.

14-B. **Destruction of Cell Phones and Thumb Drives:** This service is for the destruction of cell phones, thumb drives and similar items. It does not include batteries for cell phones or other like items that may be considered hazardous.

14-C. **Destruction of Hard Drives:** This service is for the destruction of hard drives and similar items.

15. **Permanent Removal of a Carton:** This service is for cartons that are being permanently removed from the records storage facility. This fee is for the removal of the carton from the storage records tracking system. Retrieval and other fees may be applicable.
16. **Permanent Removal of a File:** This service is for files that are being permanently removed from the records storage facility. This fee is for the removal of the file from the storage records tracking system. This service includes hard drives, cd's, microfiche and like items. Retrieval and other fees may be applicable.
17. **Hourly Rate for Services Not Listed:** The contractor must notify state agencies this charge is being utilized and provide a not to exceed estimate before the work begins.
18. **After Hours Surcharge:** The contractor must notify state agencies this charge is being utilized and provide a not to exceed estimate before the work begins.
19. **32 Gallon Bin or Console (120 lb maximum):** This service includes the use of the bin or console, including delivery and pick up, as well as the destruction of the documents.
20. **64 Gallon Bin (240 lb maximum):** This service includes the use of the bin or console, including delivery and pick up, as well as the destruction of the documents.

For additional information, please contact the Contracting Officer listed below.

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