



# RECORD MANAGEMENT SERVICES, STORAGE, AND SUPPLIES

## MANDATORY FOR STATE AGENCIES

**Term:** July 1, 2009 through June 30, 2014  
**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 Anchorage area. The state reserves the right to purchase supplies and delivery services from other sources. **This contract also provides non- mandatory shredding services for items not utilizing this contract for storage.** This contract does not allow the vendor to charge a set up fee for new accounts. Agencies outside the Anchorage area may utilize this contract if and when they chose. To utilize this contract, please contact the vendor below.

Location	Vendor	Contract Number	Phone Number
Anchorage	Alaska Archives	2005-9900-4854	(907) 563 7014

### CONTRACT PRICING (Effective July 1, 2011)

#### STORAGE

<u>Item Number</u>	<u>Description</u>	<u>Contract Price</u>	<u>Unit</u>
1	Standard hard copy storage	\$0.3179	Per box
2	Odd size hard copy storage	\$0.4710	Per cubic foot
3	Vault storage	\$11.7742	Per cubic foot

#### SERVICES

<u>Item Number</u>	<u>Description</u>	<u>Contract Price</u>	<u>Unit</u>
1	Retrieval of single carton	\$1.8839	Each
2	Retrieval of single file, tape, or disk	\$2.3548	Each
3	Delivery of single carton	\$2.3548	Each
4	Delivery of single file, tape, or disk	\$1.1774	Each
5	Pick up of a single carton	\$2.3548	Each
6	Pick up of single file, tape, or disk	\$1.1774	Each
7	Re-file of a single carton	\$1.8839	Each
8	Re-file of a single file, tape, or disk	\$2.3548	Each
9	Minimum pickup/delivery charge	\$14.1290	Each
10-A	Initial data entry of a carton	\$2.6492	Each
10-B	Initial data entry of a file	\$0.8242	Each
11	Destruction of all confidential and non-confidential documents	\$0.2355	Per pound
12-A	Permanent removal of a carton	\$2.3548	Each
12-B	Permanent removal of a file	\$0.8242	Each
13	After hours surcharge	\$58.8708	Each
14-A	Rush service, retrieval	\$4.7097	Each
14-B	Rush service, delivery	\$17.6612	Each
15	Fax service	\$1.1774	Per page
16	Copying services	\$0.1177	Per page
17	Hourly rate for services	\$42.3869	Per hour

**SHRED  
BINS**

<u>Item Number</u>	<u>Description</u>	<u>Contract Price</u>	<u>Unit</u>
1	32 Gallon bin or console (120 pound maximum)	\$25.00	Per pick up
2	64 Gallon Bin (240 pound maximum)	\$50.00	Per pick up

**SALES**

<u>Item Number</u>	<u>Description</u>	<u>Contract Price</u>	<u>Unit</u>
1	Standard record center box	\$2.6492	Per box
2	Odd size record center box	\$7.0645	Per box

Additional information regarding Contract 2005-9900-4854 may be accessed by clicking on the below link or by contacting the Contracting Officer listed below.

[http://doa.alaska.gov/dgs/pdf/Archive\\_Services\\_ANC\\_TC's.pdf](http://doa.alaska.gov/dgs/pdf/Archive_Services_ANC_TC's.pdf)

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