



# RECORD MANAGEMENT SERVICES, STORAGE AND SUPPLIES

## MANDATORY FOR STATE AGENCIES

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.

**Term of Contract:** July 1, 2017 through June 30, 2022

**Renewals:** Two Five-Year Renewal Options through 2032

Location	Vendor	Contract Number	IRIS #	Phone Number
Juneau	AAA Archives	170007297	200000149	(907) 780-4374

Item	Description	Price	Unit
<b>Storage</b>			
1	Storage of standard record center box	\$0.60	Each
2	Storage of oversized or non-standard record center box	\$1.25	Per cu. ft.
<b>Pick Up, Delivery, and Entry Services</b>			
1	Retrieval/Re-file of a single carton	\$2.70	Each
2	Retrieval/Re-file of single file, tape, or disk	\$3.55	Each
3	Delivery/Pick up of a single carton	\$4.00	Each
4	Delivery/Pick up of single file, tape, or disk	\$4.00	Each
5	Minimum Pick up/Delivery Charge	\$0.00	Each
6a	Initial data entry of a new carton	\$1.75	Each
6b	Initial data entry of a new file	\$1.75	Each
7a	Destruction of all confidential paper documents	\$0.46	Per pound
7b	Destruction of all non-confidential paper documents	\$0.24	Per pound
7c	Destruction of plastics, discs, tapes, microfilm, and microfiche	\$1.75	Per pound
7d	Destruction of cell phones, hard drives, and thumb drives	\$3.00	Per pound
8a	Permanent removal of a carton	\$1.20	Each
8b	Permanent removal of a file	\$1.20	Each
9	After hours surcharge	\$99.00	Per hour
10a	Rush service, retrieval	\$0.00	Each
10b	Rush service, delivery	\$0.00	Each
<b>Sales</b>			
1	Archive storage cartons (standard carton, top and bottom included)	\$3.70	Each

For additional information, contact the contracting officer:

Shavonne Jordan

Contracting Officer

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