

AWARDED VENDOR

Richardson I.S.D.

ARMSTRONG ARCHIVES

Texas Archives

Bid 1558 Records Management Services	Pricing	Pricing
Storage		
Hard copy	.18/cu ft.	\$0.199/cu ft.
Magnetic Media	.85/cu ft.	\$2.10/cu ft.
Pickup/Delivery		
Next Day	1.00 per item + \$15 trip	\$12.00 (each trip) + \$0.75 per item
Same Day	1.00 per item + \$25 trip	\$18.00 (each trip) + \$0.75 per item
Priority Delivery	1.00 per item + \$35 trip	\$25.00 (each trip) + \$0.75 per item
Initial Entry		
Standard Entry	\$1.75	
Full Indexing of Contents	0.25 per file	\$1.80
		\$0.50 per line (after first 50 characters)
Retrieval or Restock		
For Delivery	\$1.75	
For In-house Review Retrievals Add	\$0.00	\$1.50
		\$0.50
Destruction from Facility	\$3.75 per box	
		\$3.50 per box
Archive Cartons		
Letter Size Documents	2.25 each	
Legal Size Documents	2.25 each	
		\$2.75 each
Other Services		\$2.75 each
Fax (Local)	\$0.35/page	
Fax (Long Distance)	\$0.65/page	
Handling in Center	\$25.00 per labor hr	\$1.00 first page + \$0.50 each add'l
Permanent Removal	1.25/box	\$1.00 first page + \$0.50 each add'l
Photocopies	\$.28/page	\$25.00 per labor hr
Re-filing/Interfiling	\$2.10/file	
Special Report Generation	0.00 each	\$3.95/box
Standard Report Generation	0	\$0.25/page
		\$1.00/file
Scan on Demand	\$1.25 1st page / \$.25 additional page	\$25.00 each
Re-boxing	\$5.00 per box	No Charge

Safesite

	Pricing
Storage	
Hard copy - Climate Controlled	First 5,000 Boxes at (15" x 12" x 10") \$0.50 See State Contract 958M3-2065
	5,001 to 10,000 Boxes at (15" x 12" x 10") \$0.47
Magnetic Media	See State Contract 958M3-2065
Tape Storage and Rotation	
Vault Storage Container: Holds up to aprox.100 tapes	\$10.00 /container/month
Vault Storage Container: Holds up to aprox.128 tapes	\$15.00 /container/month
Slot Storage:	\$.50 /tape/month
Weekly Rotation	\$ 100.00 /month
Pickup/Delivery	
Next Day	NO CHARGE PER DELIVERY
Same Day	NO CHARGE PER DELIVERY
Priority Delivery	\$25
Initial Entry	
Standard Entry	NO CHARGE
Full Indexing of Contents	NO CHARGE
Retrieval or Restock	
For Delivery	NO CHARGE
For In-house Review Retrievals Add	NO CHARGE
Destruction from Facility	See State Contract 958M3-2065
Box	
Re-cycling	NO CHARGE
Archive Cartons	
Letter Size Documents	See State Contract 958M3-2065
Other Services	
Fax (Local)	NA
Fax (Long Distance)	NA
Handling in Center	NO CHARGE
Permanent Removal	NO CHARGE
Photocopies	NA
Re-filing/Interfiling	NO CHARGE
Special Report Generation	NO CHARGE
Standard Report Generation	NO CHARGE