

IRON MOUNTAIN - CCPA CONTRACT 2015001004
DOCUMENT MANAGEMENT SERVICES
PRICING SHEET, EXHIBIT A - STORAGE SERVICES

Services	Unit Of Measure	Cost	Additional Information
Climate Controlled Box Storage	Per Cubic Foot	\$ 1.75	
Non Climate Controlled Box Storage	Per Cubic Foot	\$ 0.22	Standard box storage is kept at "ambient temperature"
Vault Storage	Per Cubic Foot & Per Tape/CD	\$1.75/cf & \$.53 / tape/cd	Data Protection/ Media Storage – Tape/CD Rotation
Record Delivery and/or Pickup	Per Trip	\$ 19.21	Company shall split the fee for single trips to pick up and/or deliver to multiple Departments at the same facility between each Department equally
Next day delivery by Noon	Per Trip	\$ 19.21	Call by 3pm for delivery next day by Noon
Next day delivery by 5pm	Per Trip	\$ 19.21	Call by 3pm for delivery next day by 5pm
Half day delivery	Per Trip	\$ 44.18	Call by 10am for delivery same day by 5pm
Delivery/Pickup during afterhours/weekend/Holiday hours	Per Trip	\$ 162.84	
Rush Deliveries	Per Trip	\$ 102.34	Delivery within 3 hours of placement of Order (for Orders received not later than 2:00 PM) on a Business Day.
Retrieval/Re-File from Service Provider Storage Location	Per Cubic Foot	\$ 1.65	
Retrieval/Re-File from Service Provider Storage Location	Per File	\$ 3.58	
Rush Retrieval Carton from Company Storage location	Per Cubic Foot	\$ 4.64	Delivery within 3 hours of placement of Order (for Orders received not later than 2:00 PM) on a Business Day.
Rush Retrieval –File from Company Storage location	Per File	\$ 7.58	
Retrieval/Re-File – Interfile	Per File	\$ 0.76	A new File or document that is sent to storage and inserted into an existing Carton or File.
City/County Access onsite to boxes/files in storage Audit Room	Per Visit	\$ -	Per Visit for Conference Room Use
Box (1.2 cubic foot)	Per Box	\$ 2.50	#2000 Standard Letter/Legal 1.2 cubic foot Carton
Box (2.4 cubic foot)	Per Box	\$ 3.10	#450 Letter Transfile 2.4 cubic foot Carton
Box (3.6 cubic foot)	Per Box	\$ 3.80	#550 Legal Transfile 3.6 cubic foot Carton
Indexing	Per File	\$ 0.53	Individual Listing/Indexing Per File
Permanent withdrawal of Box/container from Company's facility	Per Cubic Foot	\$ 2.58	
Permanent withdrawal of File from Company's facility	Per File	\$ 3.02	
Destruction charge for City Records stored by Company	Per Cubic Foot	\$ 2.27	
Destruction charge for City Records stored by Company	Per File	\$ 3.58	Destruction of a Single File from Carton
Retrieval/Fax/Scan/Email/Refile a copy of a stored Record by Company	Per Image	\$ 0.25	Image on Demand – Digital Images Scanned/Fax/Email after 1st 50 images)
Retrieval/Fax/Scan/Email/Refile a copy of a stored Record by Company	Minimum	\$ 25.00	Image on Demand – Imaging Minimum (incl. 1st 50 images)
Retrieval/Fax/Scan/Email/Refile a Record to a third party by Company	Per Image	\$ 0.25	Image on Demand – Digital Images Scanned/Fax/Email after 1st 50 images)
Retrieval/Fax/Scan/Email/Refile a Record to a third party by Company	Minimum	\$ 25.00	Image on Demand – Imaging Minimum (incl. 1st 50 images)
Hourly Labor	Per Hour	\$ 48.00	Charges for special projects, extra actions performed that were not anticipated in the pre-defined scope of work with the City. Any and all charges for Hourly Labor must be approved by the City Project Manager in advance.