

## DOCUMENT AND INFORMATION LIFECYCLE MANAGEMENT

**Solicitation No. 2023-05-001**

Submit this form with your proposal. The form consists of **2 parts** – ongoing operational costs and fees, followed by any project management, implementation, training, and transition services. List all costs associated with each of these areas, and any other costs for services that may not have been included.

### Part 1 – Ongoing Operational Fees

<b>OFF-SITE RECORDS STORAGE</b>			
<b>Storage</b>	<b>1-200,000 cu ft.</b>	<b>200,001-500,000 cu ft.</b>	<b>500,001 - 1mil cu ft.</b>
Storage non-climate controlled			
Storage climate controlled			
Storage non-climate controlled confidential			
Storage climate controlled confidential			
<b>Retrieval</b>	<b>Standard (\$/per service request)</b>	<b>Priority (\$/per service request)</b>	<b>Rush (\$/per service request)</b>
Records Box			
File			
Microfilm/Microfiche			
Electronic/Magnetic media			
Transport			
<b>Transportation Pickup/Delivery</b>	<b>\$/per trip</b>		
<i>[Note: Pickup &amp; delivery at Port HQ unless otherwise noted]</i>			
Standard/regularly scheduled			
Priority			
Rush (emergency, 2hr)			
After hours/holidays			
Disaster			
Alternate locations (if needed)			
<b>Re-file</b>	<b>\$/per unit</b>		
Box			
File			
Microfilm/Microfiche			
Electronic/Magnetic media			
<b>Permanent Inventory Removal/Withdrawal</b>	<b>\$/per unit</b>		
Storage non-climate controlled			
Storage climate controlled			
Storage non-climate controlled confidential			
Storage climate controlled confidential			

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<b>Secure Destruction Services</b>	<b>On-site</b>	<b>Vendor Facility</b>
Highly-confidential Shredding (\$/cu ft.)		
Non-confidential Recycling (\$/cu ft.)		
On-site Shredding Event (\$/per event)		
Secure Shredding Microfilm/Tapes/CDs (e-media/plastic) (\$/cu ft.)		
Recycling Microfilm/Tapes/CDs (e-media/plastic) (\$/cu ft.)		
Certificate of Destruction (\$/per unit)		

<b>OTHER</b>	
Labor – general (\$/per hour)	
Box bar-code labels – unprinted, without client account # (\$/per 100 units)	
Box bar code labels – printed, with client account # (\$/per 100 units)	
Additional Services (please explain)	
Fuel Surcharge (Attach most current pricing sheet)	