


# CENTRAL FLORIDA EXPRESSWAY AUTHORITY

## MEMORANDUM

TO: CFX Board Members

FROM: Aneth Williams   
Director of Procurement

DATE: January 30, 2017

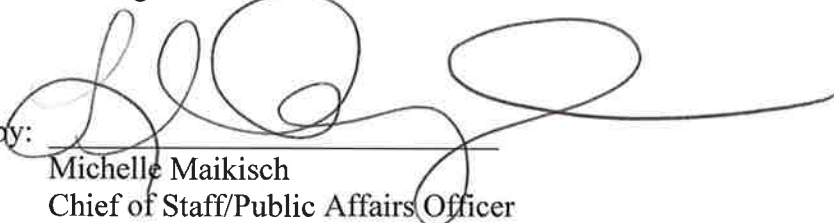
RE: Approval of Contract Renewal with Retrievev Acquisition LLC, II, LLC for  
Offsite Records Storage Services  
Contract No. 000877

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Board approval is requested for the fourth renewal of the referenced contract with Retrievev Acquisition LLC, II, LLC, in the amount of \$0.00 for a one year period beginning April 18, 2017 and ending April 17, 2018. The original contract is a piggy-back with an existing contract between GOAA and Retrievev for five years with five one-year renewals.

Original Contract Amount	\$ 46,092.84
First Renewal	\$ 40,000.00
Second Renewal	\$ 30,000.00
Third Renewal	\$ 30,000.00
Fourth Renewal	\$ <u>0.00</u>
Total	\$146,092.00

The service to be provided by Retrievev Acquisition LLC, II, LLC, under this renewal is to perform Offsite Storage Services for CFX.

Reviewed by:   
Michelle Maikisch  
Chief of Staff/Public Affairs Officer

**CENTRAL FLORIDA EXPRESSWAY AUTHORITY  
CONTRACT RENEWAL AGREEMENT  
CONTRACT NO. 000877**

THIS CONTRACT RENEWAL AGREEMENT (the "Renewal Agreement"), made and entered into this 12<sup>th</sup> day of January 2017, by and between the Central Florida Expressway Authority, hereinafter called "CFX" and Retrievox Acquisition LLC II, LLC., hereinafter called "Contractor".

WITNESSETH

WHEREAS, CFX and Contractor entered into a Contract Agreement (the "Original Agreement") dated January 14, 2009, with a Notice to Proceed date of February 2, 2009, whereby CFX retained Contractor to perform offsite records storage services through a "cooperative purchase" based on an agreement between the Contractor and the Greater Orlando Aviation Authority (GOAA) identified as Purchasing Bid 01-08 executed on April 18, 2008; and

WHEREAS, under Amendment No. 2 to the agreement between the Contractor and GOAA, dated April 23, 2013, five (5) renewal option periods of one year each were added to Purchasing Bid 01-08, and the amendment was incorporated into the Original Agreement; and

WHEREAS, under Amendment No. 3 to the agreement between the Contractor and GOAA, the agreement was renewed to April 17, 2015; and

WHEREAS, pursuant to the revised Amendment No. 2, CFS and Contractor wish to renew the Original Agreement for a period of one (1) year;

NOW, THEREFORE, for and in consideration of the mutual benefits to flow each to the other, CFX and Contractor agree to the fourth renewal of said Original Agreement beginning the 18<sup>th</sup> day of April, 2017, and ending the 17<sup>th</sup> day of April 2018, with no increase in the Contract amount.

Contractor states that, upon its receipt and acceptance of Final Payment for Services rendered under the Third Renewal Agreement ending April 17, 2017, Contractor shall execute a 'Certificate of Completion of the Third Renewal Agreement and Acceptance of Final Payment' that waives all future right of claim for additional compensation for services rendered under the Third Renewal Agreement ending April 17, 2017.

All terms and conditions of said Original Agreement and any supplements, amendments and renewals thereof shall remain in full force and effect during the full term of this Renewal Agreement.

IN WITNESS WHEREOF, the parties have executed this Renewal Agreement by their duly authorized officers on the day, month and year set forth above.

RETRIEVOX ACQUISITION LLC, II, LLC

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

BY: \_\_\_\_\_  
Authorized Signature

BY: \_\_\_\_\_  
Director of Procurement

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Legal Approval as to Form

\_\_\_\_\_  
General Counsel for CFX

ATTEST: \_\_\_\_\_ (SEAL)  
Secretary or Notary

If individual, furnish two witness:

Witness (1) \_\_\_\_\_

Witness (2) \_\_\_\_\_

Central Florida Expressway Authority  
CONTRACT RENEWAL AGREEMENT  
CONTRACT NO. 000877

THIS CONTRACT RENEWAL AGREEMENT (the "Renewal Agreement"), made and entered into this 25<sup>th</sup> day of January, 2016, by and between the Central Florida Expressway Authority, hereinafter called "CFX" and Retrievox Acquisition LLC II, LLC, hereinafter called "Contractor".

WITNESSETH

WHEREAS, CFX and Contractor entered into a Contract Agreement (the "Original Agreement") dated January 14, 2009, with a Notice to Proceed date of February 2, 2009, whereby CFX retained Contractor to perform offsite records storage services through a "cooperative purchase" based on an agreement between the Contractor and the Greater Orlando Aviation Authority (GOAA) identified as Purchasing Bid 01-08 executed on April 18, 2008; and

WHEREAS, under Amendment No. 2 to the agreement between the Contractor and GOAA, dated April 23, 2013, five (5) renewal option periods of one year each were added to Purchasing Bid 01-08, and the amendment was incorporated into the Original Agreement; and

WHEREAS, under Amendment No. 3 to the agreement between the Contractor and GOAA, the agreement was renewed to April 17, 2015; and

WHEREAS, pursuant to the revised Amendment No. 2, CFX and Contractor wish to renew the Original Agreement for a period of one (1) year;

NOW, THEREFORE, for and in consideration of the mutual benefits to flow each to the other, the CFX and Contractor agree to the third renewal of said Original Agreement beginning the 18<sup>th</sup> day of April, 2016 and ending the 17<sup>th</sup> day of April, 2017, at the not-to-exceed cost of \$30,000.00, which amount restates the amount of the Original Agreement and is based on the unit prices in Attachment "A" which is attached hereto and made a part hereof. Unit prices will be applied to the quantities required by CFX.

Contractor states that, upon its receipt and acceptance of Final Payment for Services rendered under the Second Renewal Agreement extended to and ending April 17, 2016, Contractor shall execute a 'Certificate of Completion of the Second Renewal Agreement and Acceptance of Final Payment' that waives all future right of claim for additional compensation for services rendered under the Second Renewal Agreement ending April 17, 2016.

All terms and conditions of said Original Agreement and Second Renewal and any supplements and amendments thereto shall remain in full force and effect during the full term of this Renewal Agreement.

IN WITNESS WHEREOF, the parties have executed this Renewal Agreement by their duly authorized officers on the day, month and year set forth above.

RETRIEVOX ACQUISITION LLC, II, LLC

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

BY: *Peter Berndt*  
Authorized Signature

BY: *Jose L. Rod*  
Director of Procurement

Print Name: Peter Berndt

Title: Regional VP

ATTEST: *[Signature]*  
Secretary of Notary

JOSE A. RODRIGUEZ-CASTRO  
NOTARY PUBLIC - STATE OF FLORIDA  
COMMISSION # EE 197255  
MY COMMISSION EXPIRES MAY 9, 2016

If Individual, furnish two witnesses:

Witness (1) *[Signature]*

Witness (2) *[Signature]*

REVIEWED AND APPROVED  
BY CFX LEGAL

*[Signature]*

Central Florida Expressway Authority  
CONTRACT RENEWAL AGREEMENT  
CONTRACT NO 000877

23 MAR '15 AM 10:09

THIS CONTRACT RENEWAL AGREEMENT (the "Renewal Agreement"), made and entered into this 5<sup>th</sup> day of March, 2015, by and between the Central Florida Expressway Authority, hereinafter called "Authority" and Retrievox Acquisition LLC II, LLC, hereinafter called "Contractor"

WITNESSETH

WHEREAS, the Authority and Contractor entered into a Contract Agreement (the "Original Agreement") dated January 14, 2009, with a Notice to Proceed date of February 2, 2009, whereby the Authority retained Contractor to perform offsite records storage services through a "cooperative purchase" based on an agreement between the Contractor and the Greater Orlando Aviation Authority (GOAA) identified as Purchasing Bid 01-08 executed on April 18, 2008; and

WHEREAS, under Amendment No. 2 to the agreement between the Contractor and GOAA, dated April 23, 2013, five (5) renewal option periods of one year each were added to Purchasing Bid 01-08, and the amendment was incorporated into the Original Agreement; and

WHEREAS, under Amendment No. 3 to the agreement between the Contractor and GOAA, the agreement was renewed to April 17, 2015, and

WHEREAS, pursuant to the revised Amendment No. 2, the Authority and Contractor wish to renew the Original Agreement for a period of one (1) year;

NOW, THEREFORE, for and in consideration of the mutual benefits to flow each to the other, the Authority and Contractor agree to the second renewal of said Original Agreement beginning the 18<sup>th</sup> day of April, 2015 and ending the 17<sup>th</sup> day of April, 2016, at the not-to-exceed cost of \$30,000.00, which amount restates the amount of the Original Agreement and is based on the unit prices in Attachment "A" which is attached hereto and made a part hereof. Unit prices will be applied to the quantities required by the Authority

Contractor states that, upon its receipt and acceptance of Final Payment for Services rendered under the First Renewal Agreement extended to and ending April 17, 2015, (by letter dated December 8, 2014) Contractor shall execute a "Certificate of Completion of the First Renewal Agreement and Acceptance of Final Payment" that waives all future right of claim for additional compensation for services rendered under the First Renewal Agreement ending April 17, 2015

All terms and conditions of said Original Agreement and First Renewal and any supplements and amendments thereto shall remain in full force and effect during the full term of this Renewal Agreement.

IN WITNESS WHEREOF, the parties have executed this Renewal Agreement by their duly authorized officers on the day, month and year set forth above


RETRIEVOX ACQUISITION LLC, II, LLC

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

BY   
Authorized Signature

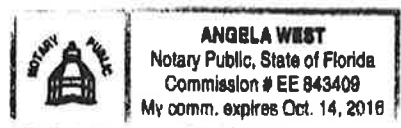
BY   
Director of Procurement

Print Name: Peter Bernoff  
Title: Regional VP

ATTEST  3/17/15  
(SEAL)  
Secretary or Notary ANGELA WEST

If Individual, furnish two witnesses

Witness (1) \_\_\_\_\_  
Witness (2) \_\_\_\_\_



Orlando-Orange County Expressway Authority  
CONTRACT RENEWAL AGREEMENT  
CONTRACT NO. 000877

THIS CONTRACT RENEWAL AGREEMENT (the "Renewal Agreement"), made and entered into this 18<sup>th</sup> day of October, 2013, by and between the Orlando-Orange County Expressway Authority, hereinafter called "Authority" and Retrievev Acquisition LLC II, LLC, hereinafter called "Contractor".

WITNESSETH

00CEB 13OCT25 PM 1:19

WHEREAS, the Authority and Contractor entered into a Contract Agreement (the "Original Agreement") dated January 14, 2009, with a Notice to Proceed date of February 2, 2009, whereby the Authority retained Contractor to perform offsite records storage services through a "cooperative purchase" based on an agreement between the Contractor and the Greater Orlando Aviation Authority (GOAA) identified as Purchasing Bid 01-08 executed on April 18, 2008; and

WHEREAS, under Amendment No. 2 to the agreement between the Contractor and GOAA, dated April 23, 2013, five (5) renewal option periods of one year each were added to Purchasing Bid 01-08, and the amendment was incorporated into the Original Agreement; and

WHEREAS, pursuant to Amendment No. 2, the Authority and Contractor wish to renew the Original Agreement for a period of one (1) year;

NOW, THEREFORE, for and in consideration of the mutual benefits to flow each to the other, the Authority and Contractor agree to the first renewal of said Original Agreement beginning the 2<sup>nd</sup> day of February, 2014 and ending the 1<sup>st</sup> day of February, 2015, at the cost of \$40,000.00, which amount restates the amount of the Original Agreement and is based on the unit prices in Attachment "A-1" which is attached hereto and made a part hereof. Unit prices will be applied to the quantities required by the Authority.

Contractor states that, upon its receipt and acceptance of Final Payment for Services rendered under the Original Agreement ending February 1, 2014, Contractor shall execute a 'Certificate of Completion of the Original Agreement and Acceptance of Final Payment' that waives all future right of claim for additional compensation for services rendered under the Original Agreement ending February 1, 2014.

All terms and conditions of said Original Agreement and any supplements and amendments thereto shall remain in full force and effect during the full term of this Renewal Agreement.

IN WITNESS WHEREOF, the parties have executed this Renewal Agreement by their duly authorized officers on the day, month and year set forth above.

RETRIEVEV ACQUISITION LLC, II, LLC

BY: Kim A. Greber  
Authorized Signature

Print Name: Kim A. Greber

Title: General Manager

ATTEST: [Signature] (SEAL)  
Secretary of Notary

If Individual, furnish two witnesses:

Witness (1) \_\_\_\_\_

Witness (2) \_\_\_\_\_

ORLANDO-ORANGE COUNTY EXPRESSWAY  
AUTHORITY

BY: [Signature]  
Director of Procurement



RECEIVED  
CONTRACTS DEPT

[Signature] 10/28/13  
SIGNATURE / DATE

# CENTRAL FLORIDA EXPRESSWAY AUTHORITY

December 8, 2014

Mr. Kim Greber  
Retrievex Acquisition LLC II, LLC  
1451 Ocoee-Apopka Road  
Apopka, Florida 32703

18 DEC 14 PM 5:04

Re: Extension of Contract Term  
Offsite Records Storage Services  
Contract No. 000877

Dear Mr. Greber:

This letter will serve as an extension of the term of the referenced Contract to April 17, 2015, at no increase in the Contract Amount. All terms and conditions of the Contract and any renewals, additions or amendments thereto remain in effect.

Please acknowledge your acceptance of this extension by returning this letter with original signature below. If you have any questions with regard to this matter you can contact me at 407-690-5371.

Sincerely,

CENTRAL FLORIDA EXPRESSWAY AUTHORITY



Claude Miller  
Director of Procurement

cc: Contract File

Accepted by: Retrievex Acquisition LLC II, LLC



Signature

12-15-2014  
Date

# Novation Agreement

**Assured Record Storage, LLC (Transferor)**, a corporation duly organized and existing under the laws of Florida with its principal office in Altamonte Springs, Florida; **Retrievex Acquisition LLC II, LLC. (Transferee)**, a corporation duly organized and existing under the laws of Delaware with its principal office in Peabody, Massachusetts; and **Orlando-Orange County Expressway Authority (Owner)**, enter into this Agreement as of May 18, 2012.

(a) The parties agree to the following facts:

(1) The Owner has entered into certain contracts with the Transferor, as shown in the attached list marked "Exhibit A" and incorporated in this Agreement by reference. The term "the contracts", as used in this Agreement, means the above contracts and all other active contracts, including all modifications, made between the Owner and the Transferor before the effective date of this Agreement.

(2) The Transferor is a wholly owned subsidiary of the Transferee. As of December 30, 2011, all employees of the Transferor have become employees of the Transferee, and the Transferor is in the process of closing down its business.

(3) The Transferee is in a position to fully perform all obligations that may exist under the contracts.

(4) It is consistent with the Owner's interests to recognize the Transferee as the successor party to the contracts.

(b) In consideration of these facts, the parties agree as follows:

(1) The Transferee agrees to be bound by and to perform each contract in accordance with the conditions contained in the contracts. The Transferee also assumes all obligations and liabilities of, and all claims against, the Transferor under the contracts as if the Transferee were the original party to the contracts.

(2) The Transferee ratifies all previous actions taken by the Transferor with respect to the contracts, with the same force and effect as if the action had been taken by the Transferee.

(3) The Owner recognizes the Transferee as the Transferor's successor in interest in and to the contracts. The Transferee by this Agreement becomes entitled to all rights, titles, and interests of the Transferor in and to the contracts as if the Transferee were the original party to the contracts.

(4) All payments and reimbursements previously made by the Owner to the Transferor and all other previous actions taken by the Owner under the contracts, shall be considered to have discharged those parts of the Owner's obligations under the contracts.

FILED  
MAY 18 2012  
CLERK OF CIRCUIT COURT  
ORANGE COUNTY, FLORIDA

All payments and reimbursements made by the Owner after the effective date of this Agreement should be made in the name of the Transferee, under the same remittance instructions as were applicable for the Transferor.

(5) In consideration of the terms and conditions of this Agreement, the Owner hereby consents to the foregoing transfer and novation of the contracts.

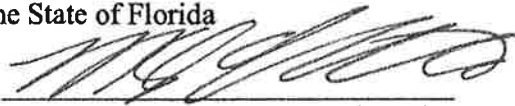
(6) The contracts shall remain in full force and effect, except as modified by this Agreement. Each party has executed this Agreement as of the day and year first above written.

(c) Transferee shall provide an updated Certificate of Insurance confirming coverage types and limits no less than those specified in the August 1, 2011 Certificate previously provided to Owner by Transferor and naming Owner as an additional insured for general liability and auto liability.

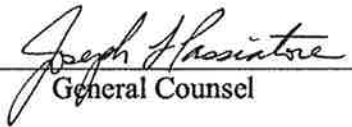
(d) Effective Date. The effective date of this NOVATION AGREEMENT shall be May 18, 2012.

**OWNER / "OOCEA"**

ORLANDO-ORANGE COUNTY  
EXPRESSWAY AUTHORITY,  
of the State of Florida

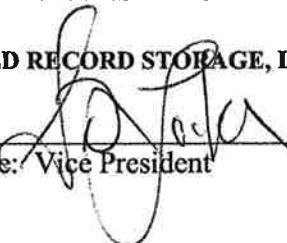
By:   
Max D. Crumit, Interim Executive Director

APPROVED AS TO FORM FOR  
EXECUTION BY A SIGNATORY OF  
THE ORLANDO-ORANGE COUNTY  
EXPRESSWAY AUTHORITY

By:   
General Counsel


**"TRANSFEROR"**

ASSURED RECORD STORAGE, LLC.

By:   
Title: Vice President

**"TRANSFEEE"**

RETRIEVEX ACQUISITION LLC II, LLC.

By:   
Title: Executive Vice President,  
Chief Financial Officer & Treasurer



DOCER 120016 041154

**EXHIBIT "A"**

- 1. OFFSITE RECORDS STORAGE SERVICE, CONTRACT NO. 000598.  
UPON THE EFFECTIVE DATE OF THIS NOVATION AGREEMENT,  
THE NEW CONTRACT NUMBER WILL BE IDENTIFIED AS 000877**

**ORLANDO-ORANGE COUNTY  
EXPRESSWAY AUTHORITY**

**AGREEMENT FOR OFFSITE RECORDS STORAGE  
SERVICES**



**Contract# 000598**

This Agreement, made and entered into this 14<sup>th</sup> Day of January, 2009 by and between Orlando-Orange County Expressway Authority, hereinafter referred to as "Authority", and Assured Record Storage, LLC., hereinafter referred to as "Contractor".

WHEREAS, the Contractor responded to an Invitation to Bid identified as 01-08 issued by the Greater Orlando Aviation Authority on February 19, 2008, and was awarded to provide Offsite Records Storage Services and entered into an Agreement dated April 18, 2008, to provide said services to the Greater Orlando Aviation Authority.

WHEREAS, the Contractor agrees the Orlando-Orange County Expressway Authority may utilize the Contractors services through the terms, conditions and prices provided under Agreement dated April 18, 2008, commencing February 2, 2009.

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein the parties agree as follows:

**WITNESSETH:**

**SCOPE OF WORK AND COMPENSATION**

The Contractor is to perform the Work and receive the Compensation as defined in the Greater Orlando Aviation Authority Agreement dated April 18, 2008 being attached hereto as Exhibit "A", incorporated by reference herein and made a part thereof as fully as if herein set forth.

.....

IN WITNESS WHEREOF, this Agreement is accepted on the date last written below, subject to the terms and conditions above stated.

ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY

**Contractor:** Assured Record Storage, LLC.

By: Jessica Locke  
Print Name: Jessica Locke  
Title: President  
Date: 1-5-08

WITNESS:  
Signature: J.D. Locke  
Print Name: Shawn J Locke  
Date: 1/5/09

**ORLANDO-ORANGE COUNTY**  
**EXPRESSWAY AUTHORITY**

By: [Signature]  
Print Name: Michaela Stone  
Title: Gen. Director  
Date: 1/4/09

WITNESS:  
Signature: Darleen Manilla  
Print Name: Darleen Manilla  
Date: 1-14-09

Approved as to Form and Execution :

Joseph J. Pasintore  
OCCEA General Counsel

**ATTACHMENT "A-1"**

**RETRIEVEX ACQUISITION LLC, II, LLC**

**OFFSITE RECORDS STORAGE SERVICES  
FIRST RENEWAL OPTION PRICING**

<b>SERVICES</b>	<b>Estimated Qty*</b>	<b>(x)</b>	<b>Unit Price</b>	<b>Unit of Measure</b>	<b>(=)</b>	<b>Annual (\$)</b>
Indexing	960	(x)	<u>\$ .75</u>	occurrence	(=)	<u>\$720.00</u>
Retrieval	2000	(x)	<u>\$1.25</u>	occurrence	(=)	<u>\$2,500.00</u>
Re-filing	1000	(x)	<u>\$1.25</u>	occurrence	(=)	<u>\$1,250.00</u>
Permanent Withdrawal	10	(x)	<u>\$1.75</u>	annual	(=)	<u>\$17.50</u>
<b>Secured Vault Storage and Climate Controlled Services for Microfilm Boxes: 11.5"x5"x13" 15.5"x10"x13"</b>	50	(x)	<u>\$.30</u>	monthly	(=)	<u>\$180.00</u>

	<b>Estimated Qty*</b>	<b>(x)</b>	<b>Unit Price</b>	<b>(x)</b>	<b>Estimated Frequency*</b>	<b>(=)</b>	<b>Annual (\$)</b>
<b>STORAGE BOXES</b>							
Standard Archival Box	13,000	(x)	<u>\$.180</u>	(x)	12	(=)	<u>\$25,920.00</u>
Building Plans Box	60	(x)	<u>\$.330</u>	(x)	12	(=)	<u>\$237.60</u>
X-Ray Box	2	(x)	<u>\$.180</u>	(x)	12	(=)	<u>\$4.32</u>
Micro-Media Box (small)	1	(x)	<u>\$.180</u>	(x)	12	(=)	<u>\$2.16</u>
Micro-Media Box (large)	1	(x)	<u>\$.180</u>	(x)	12	(=)	<u>\$2.16</u>

	Estimated Quantity*	(x)	Unit Price	Unit of Measure	(=)	Annual (\$)
<b>DELIVERY / PICKUP</b>						
Urgent Delivery and/or Pickup of 5 or less files, boxes, containers	25	(x)	<u>\$25.00</u>	Request	(=)	<u>\$500.00</u>
Urgent Delivery and/or Pickup per file or box more than 5	10	(x)	<u>\$2.00</u>	Per file or box	(=)	<u>\$20.00</u>
Normal Delivery and/or Pickup of 5 or less files, boxes, containers	140	(x)	<u>\$12.00</u>	Request	(=)	<u>\$1,680.00</u>
Normal Delivery and/or Pickup per file or box more than 5	10	(x)	<u>\$1.00</u>	Per file or box	(=)	<u>\$10.00</u>
Rush Delivery and/or Pickup of 5 or less files and boxes	2	(x)	<u>\$40.00</u>	Request	(=)	<u>\$80.00</u>
Rush Delivery and/or Pickup per file, box more than 5	1	(x)	<u>\$3.00</u>	Per file or box	(=)	<u>\$3.00</u>
Non-Standard Work Hours Delivery	1	(x)	<u>\$60.00</u>	Request	(=)	<u>\$60.00</u>

	Estimated Quantity*	(x)	Rate	Unit of Measure*	(=)	Annual (\$)
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**ADMINISTRATIVE SERVICES**

Copy Service	5	(x)	<u>\$.35</u>	Impression	(=)	<u>\$1.75</u>
Facsimile Transmission	10	(x)	<u>\$.50</u>	Page	(=)	<u>\$5.00</u>
Research	5	(x)	<u>\$20.00</u>	Hour	(=)	<u>\$100.00</u>

**RECORDS DESTRUCTION, CERTIFIED**

Standard Records Box (Includes Retrieval Fee)	1,500	(x)	<u>\$3.00</u>	Box	(=)	<u>\$4,500.00</u>
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\*Estimated First Renewal Option Value: \$40,000.00

**ATTACHMENT "A"**  
**Effective - April 17, 2015**  
**RETRIEVEX ACQUISITION LLC, II, LLC**  
**OFFSITE RECORDS STORAGE SERVICES**

	Estimated		Current	Adjusted	Unit of		Annual
<b>SERVICES</b>	<b>Qty.</b>	<b>(x)</b>	<b>Price</b>	<b>Price 1.5%</b>	<b>Measure</b>	<b>(=)</b>	<b>(\$)</b>
Indexing	125	(x)	\$0.75	\$0.76	occurrence	(=)	\$95.00
Initial Box/Media Case Input Shelf	700	(x)	\$0.75	\$0.76	occurrence	(=)	\$532.00
Retrieval	1400	(x)	\$1.25	\$1.27	occurrence	(=)	\$1,778.00
Re-filing	950	(x)	\$1.25	\$1.27	occurrence	(=)	\$1,206.50
Permanent Withdrawal	1000	(x)	\$1.75	\$1.78	annual	(=)	\$1,780.00
						TOTAL	\$5,391.50

	Estimated		Current		Unit of		Annual
<b>STORAGE BOXES</b>	<b>Qty.</b>	<b>(x)</b>	<b>Price</b>		<b>Measure</b>	<b>(=)</b>	<b>(\$)</b>
Standard Archival Box	3877	(x)	\$0.180	\$0.18	12	(=)	\$8,374.32
Record Storage 1.8	64	(x)	\$0.330	\$0.33	12	(=)	\$253.44
Record Storage 2.4	1768	(x)	\$0.330	\$0.33	12	(=)	\$7,001.28
Secure Vault Storage for Media Cases	20			\$6.00	monthly		\$120.00
						TOTAL	\$15,749.04

	Estimated		Current	Adjusted	Unit of		Annual
<b>DELIVERY / PICKUP</b>	<b>Qty.</b>	<b>(x)</b>	<b>Price</b>	<b>Price 1.5%</b>	<b>Measure</b>	<b>(=)</b>	<b>(\$)</b>
Urgent Delivery and/or Pickup of 5 or less files, boxes, containers	0	(x)	\$25.00	\$25.38	Request	(=)	\$0.00
Urgent Delivery and/or Pickup per file or box more than 5	0	(x)	\$2.00	\$2.03	Per file or box	(=)	\$0.00

23 MAR '15 PM10:09

Normal Delivery and/or Pickup of 5 or less files, boxes, containers	125	(x)	\$12.00	\$12.18	Request	(=)	\$1,522.50
Transportation per cf	1900	(x)	\$1.00	\$1.02	Per CF	(=)	\$1,938.00
Normal Delivery and/or Pickup per file or box more than 5	0	(x)	\$1.00	\$1.02	Per file or box	(=)	\$0.00
Rush Delivery and/or Pickup of 5 or less files and boxes	0	(x)	\$40.00	\$40.60	Request	(=)	\$0.00
Rush Delivery and/or Pickup per file, box more than 5	0	(x)	\$3.00	\$3.05	Per file or box	(=)	\$0.00
Non-Standard Work Hours Delivery	0	(x)	\$60.00	\$60.90	Request	(=)	\$0.00
<b>TOTAL</b>							<b>\$3,460.50</b>

	Estimated		Current	Adjusted	Unit of		Annual
<b>ADMINISTRATIVE SERVICES</b>	Qty.	(x)	Price	Price 1.5%	Measure	(=)	(\$)
Copy Service		(x)	\$0.35	\$0.36	Impression	(=)	\$0.00
Facsimile Transmission		(x)	\$0.50	\$0.51	Page	(=)	\$0.00
Research		(x)	\$20.00	\$20.30	Hour	(=)	\$0.00
<b>TOTAL</b>							<b>\$0.00</b>

	Estimated		Current	Adjusted	Unit of		Annual
<b>RECORDS DESTRUCTION, CERTIFIED</b>	Qty.	(x)	Price	Price 1.5%	Measure	(=)	(\$)
Standard Records Box (Includes Retrieval Fee)	1700	(x)	\$3.00	\$3.05	Box	(=)	\$5,185.00
<b>TOTAL</b>							<b>\$5,185.00</b>

\*The quantities for services and storage are estimates.

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