

Item No.	Description	Unit	Unit Price 2010
ARCHIVAL SERVICE: A/C SPACE			
1	Record Storage Boxes (all sizes included), monthly rental rate per cu. ft.	Cu.Ft.	0.22
2	Retrieval of an Existing Record in Storage. Including all handling charges related to the individual box.	Box	1.87
3	Refile of an Existing Record in Storage	Box	1.87
4	Delivery of the Record(s) to the Requesting Dept. (1-20 Boxes per Delivery): Regular Delivery within next day.	Each Delivery	53.45
5	Delivery of the Record(s) to the Requesting Dept. (1-20 Boxes per Delivery): Rush Delivery within 6 hours	Brooksville Each	106.89
6	Handling Charge for Deliveries for more than 20 boxes to Brooksville	Box	1.60
7	Pickup of New Material for Storage in Brooksville	Box	1.60
FILE LEVEL SERVICE:			
8	Retrieval of an Existing Record in Storage including handling charges related to the individual file	File	2.14
9	Refile of an Existing Record in Storage	File	2.14
10	Delivery of the Record(s) to the Requesting Dept. (1-20 Files per Delivery): Regular Delivery within next day.	Each Delivery	53.45
11	Delivery of the Record(s) to the Requesting Dept. (1-20 Boxes per Delivery): Rush Delivery within 6 hours	Each Delivery	106.89
12	Handling Charge for Deliveries of more than 20 files	File	0.27
13	File level Identification of Records (indexed and labeled for file level retrieval)	File	0.53
14	Interfile of New Material to existing file in storage	File	2.41
15	On-Demand file level imaging	File	5.34
VITAL RECORDS SERVICE (VAULT)			
16	Micrographic Storage Boxes-Monthly rental rate per Cu.Ft.	Cu.Ft.	2.14
17	Paper Storage Boxes - Monthly rental rate per Cu.Ft.	Cu.Ft.	2.14
18	Delivery of the Record(s) to the Requesting Dept. (1-20 Files per Delivery): Regular Delivery within next day.	Each Delivery	53.45
19	Delivery of the Record(s) to the Requesting Dept. (1-20 Boxes per Delivery): Rush Delivery within 2 hours	Each Delivery	106.89

20	Handling Charge for Deliveries of more than 20 boxes	Box		1.60
21	Pickup of New Material for Storage	Box		1.60
22	Pull or refile of an Existing Record in Storage	Box		1.87
TAPE SERVICE				
23	Tape rotation Service, Daily Basis per retrieval	Tape pull		0.27
24	Tape rotation Service, Daily Basis per refile	Tape refile		0.27
25	Scheduled Tape Rotation Delivery/Exchange per trip charge	Trip-Tampa		N/A
26	Per slot storage per month	Each slot		0.32
27	Per case storage per month	Each Carton		2.14
ADDITIONAL SERVICES				
28	Removal of index record from System, for permanently retrieved boxes	Box		0.00
29	Accession charge, New inventory	Box		1.60
30	Destruction of Records which are already in storage and which will not be placed in storage(boxes picked up from the users location for destruction)	Box		3.21
31	Destruction of Records which are <u>not</u> already in storage and which will not be placed in storage(boxes picked up from the users location for destruction)	Box		3.21
32	Charge for special projects or miscellaneous services at an hourly rate	Hour		22.82
33	Charge for Imaging Labor	Hour		22.82
34	Monthly computer index and inventory update of new material in storage	Report		0.00
35	Ad-hoc computer index and inventory listing of holdings in storage	Report		0.00
36	Photocopying	Page		0.27
37	Facsimile service for records in storage	Page		0.27
38	Retrieval, staging and refile	Box		1.87
39	Charge for access and delivery outside of normal business hours.	Access		133.62
40	Floor storage of palletized material-monthly rental rate per pallet	Pallet		18.71
41	Verification of contents of new boxes brought to storage	Cu.Ft.		2.67
42	Strapping of boxes	Box		0.27
43	Fuel Surcharge	Percentage		22.87
DISASTER RECOVERY SERVICES:				
44	Salvage fire damaged records	Hour		22.82
45	Freeze dry water damaged records	Cu.Ft.		85.51
46	Irradiate & Wipe down contaminated records <1,000	Cu.Ft.		85.51

47	Irradiate & Wipe down contaminated records >1,000	Cu.Ft.	85.51
<i>SUPPLIES:</i>			
48	Standard record storage box, 1.2 cu.ft.	Box	2.41
49	Legal record storage box, 2.5 cu.ft.	Box	5.88
<i>IMAGING SERVICES:</i>			
50	Lettter to Ledger Size B & W	Each	0.080
51	Large Format D & E Size Drawings B & W	Each	1.02
52	Gray Scale Scanning	Each	13.36
53	Color Scanning Letter to Ledger Size	Each	0.27
54	Color Scanning Large Format D & E Size	Each	21.38
55	Duplicate CD/DVD's	Each	5.34
56	On-Site Labor rate per person	Hour	22.82
57	Bates Numbering per Page	Page	0.01
58	Indexing per Field	Field	0.18
59	Image Storage in IOD per GB	GB	10.00