

## Solicitation Amendment No. 001

Page 1 of 3

<b>To:</b>	<b>Date:</b>
Prospective Proposers	December 3, 2010
<b>Project Title:</b>	<b>Project No.:</b>
Off-Site Records Management and Destruction Services	11-18
<p>Description of Solicitation Amendment: <b>The Request for Proposals (RFP) for Records Collection, Storage and Destruction is hereby amended as set forth herein:</b></p> <p><b>I. <u>Attachment No. 2, Schedule of Items and Prices, Pages 13 - 14</u></b></p> <p>The Schedule of Items and Prices contained in the original solicitation is hereby deleted and is replaced with the attached Revised Schedule of Items and Prices dated December 3, 2010.</p>	
<b>Acknowledgement of Amendment No. by:</b>	<b>Date:</b>
<b>Company Name (Bidder/Offerer):</b>	
<b>Signed by:</b>	
<b>Name (Type or Print):</b>	<b>Title:</b>

**ATTACHMENT NO. 2**

**SCHEDULE OF ITEMS AND PRICES  
FOR  
OFF-SITE RECORDS MANAGEMENT AND DESTRUCTION SERVICES  
(REVISED DECEMBER 3, 2010)**

The Proposer shall furnish all resources and services necessary and required to provide Off-Site Records Management and Destruction Services, in accordance with the scope of services, and the general terms and conditions of the sample contract documents for the price(s) listed below.

<b>Item No.</b>	<b>Description of Work/Item(s)</b>	<b>Estimated Annual Qty.</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Extended Price</b>
<b>A.</b>	<b><u>RECORDS COLLECTION AND STORAGE SERVICES</u></b>				
001	Transition and Uplift Services Upon Initiation of Contract (Transportation Transfer) Include estimated timeline	5,800	Box	\$_____ (Per Box)	\$_____
002	Recurring Off-Site Storage of Boxes (Estimated number of boxes: 5,800 @_____ (per box per month), Size 1.25 letter/legal size.	12	Mo	\$_____ (Per Mo)	\$_____
<b>B.</b>	<b><u>REGULAR DELIVERY SERVICES (WITHIN 24 HOURS)</u></b>				
001	Regular Delivery Fee	156	Trips	\$_____ (Per Trip)	\$_____
<b>C.</b>	<b><u>FILE RETRIEVAL SERVICES:</u></b>				
001	File Retrieval Services	200	File	\$_____ (Per File)	\$_____
002	Box Retrieval Services	200	Box	\$_____ (Per Box)	\$_____
003	Re-file File Services	100	File	\$_____ (Per File)	\$_____
004	Re-file Box Services	100	Box	\$_____ (Per Box)	\$_____

**SCHEDULE OF ITEMS AND PRICES  
FOR  
OFF-SITE RECORDS MANAGEMENT AND DESTRUCTION SERVICES  
PROJECT NUMBER 11-18  
(REVISED DECEMBER 2, 2010)**

Item No.	Description of Work/Item(s)	Estimated Annual Qty.	Unit	Unit Price	Extended Price
<b>D.</b>	<b>RUSH DELIVERY SERVICES (WITHIN 3 HOURS NOTICE)</b>				
001	Rush Delivery Fee	60	Trip	\$_____ (Per Trip)	\$_____
002	Rush File Retrieval	30	File	\$_____ (Per File)	\$_____
003	Rush Box Retrieval	30	Box	\$_____ (Per Box)	\$_____
<b>E.</b>	<b>DOCUMENT DESTRUCTION SERVICES:</b>				
001	Document Destruction Charge (Includes Handling)	700	Box	\$_____ (Per Box)	\$_____
002	Charges for Permanent Removal of Material	1	Job	\$_____ (Per Box)	\$_____
003	Issuance of Destruction Certificate	1	Ea	\$_____ (Per Bin)	\$_____
<b>F.</b>	<b>Destruction Bins/Consoles Lease Services:</b>				
001	Secured Bins (Size: 64 gallon) Quantity: 40	12	Mo	\$_____ (Per Mo)	\$_____
002	Consoles (Size: 22.75"W X 35.5"H X 15.75" D) Quantity: 20	12	Mo	\$_____ (Per Mo)	\$_____
003	Pickup and Destruction of materials in Secured Bins Quantity: Bins – 40, Consoles – 20, TOTAL: 60	12	Mo	\$_____ (Per Mo)	\$_____

Total Proposed Price (Items A - F): \$\_\_\_\_\_