

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: Information Technology

AGENDA DATE: April 5, 2016

CONTACT PERSON/PHONE: Enrique Martinez, Jr., DoITS Director, (915) 212-1400
Ted Marquez, Streets & Maintenance Director, (915) 212-7015
Bruce D. Collins, Purchasing Director, (915) 212-1180

DISTRICT (S) AFFECTED: All

STRATEGIC GOAL: No. 6: Set the Standard for Sound Governance and Fiscal Management

SUBJECT:

That the City Manager be authorized to sign a Records Management, Storage, Retrieval, File Validation and Document, Media and Hardware Destruction Services Contract ("Contract") entered into by and between the City of El Paso ("City") and both TIBH Industries, Inc., a private non-profit corporation and the certifying party, and ReadyOne Industries, Inc., the performing party, to provide records management, storage, retrieval, file validation and secure document destruction services for the City, as managed by the City's Department of Information Technology Services, by and through its Records Management Division, for a three-year term beginning on April 24, 2016 and continuing through April 23, 2019; and to authorize the City Manager to exercise a future one-year option to extend, if needed. This is a service requirements contract with an estimated cost to the City of \$293,763.06 for the three-year term; and, if exercised, an estimated additional amount of \$97,921.02 for the one-year option.

BACKGROUND / DISCUSSION:

The agreement between the City of El Paso and both TIBH Industries, Inc. and ReadyOne Industries, Inc. is to enable records management, document storage and retrieval, file validation and document, media and hardware destruction services for all City departments. TIBH is a private, non-profit corporation responsible for coordinating programs and employment opportunities for individuals with severe disabilities and/or visually impaired. This agreement will allow each department to neatly organize files in need of storage, permanent removal or destruction and file validation. Local business is being supported.

SELECTION SUMMARY:

N/A

COMPENSATION ANALYSIS

- Employee Hourly Rate:
 - Paper Sorter \$7.25 per hour, \$9.74 with benefits
 - Paper Sorter/Helper on trucks \$7.25 per hour, \$9.74 with benefits
 - Shredder Feeder \$7.25 per hour, \$9.74 with benefits
 - Driver \$11.44 per hour, \$14.71 with benefits
 - Driver \$10.40 per hour
 - File Validation \$8.00 per hour, \$11.07 with benefits
 - File Validator \$11.00 per hour, \$15.00 with benefits
- Bill Rate: \$15.00
- Bill rate, if increased to \$10/hr: \$15.50
- Annual Increase: \$3,264.03
- Initial Term of the Contract Increase: \$9792.01

PROTEST

☒ There was no protest received for this requirement.

PRIOR COUNCIL ACTION:

Yes, City Council approved a similar contract on April 24, 2012.

AMOUNT AND SOURCE OF FUNDING:

Department:	Streets and Maintenance Department
Total Estimated Award:	\$293,763.06
Funds Available:	Dept: 532 Div: 31090 Acct: 522150 Fund: 1000 Program Code: P3130
Funds Source:	General Fund – Outside Contracts

BOARD / COMMISSION ACTION:

N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:

Enrique Martinez, Jr., Department of Information Technology Services Director

Ted Marquez, Streets and Maintenance Director

**COUNCIL PROJECT FORM
(RESOLUTION)**

*******POSTING LANGUAGE BELOW*******

Please place the following item on the **CONSENT** agenda (under **RESOLUTIONS**) for the Council Meeting of **APRIL 5, 2016**.

STRATEGIC GOAL: NO. 6: Set the Standard for Sound Governance and Fiscal Management

That the City Manager be authorized to sign a Records Management, Storage, Retrieval, File Validation and Document, Media and Hardware Destruction Services Contract ("Contract") entered into by and between the City of El Paso ("City") and both TIBH Industries, Inc., a private non-profit corporation and the certifying party, and ReadyOne Industries, Inc., the performing party, to provide records management, storage, retrieval, file validation and secure document destruction services for the City, as managed by the City's Department of Information Technology Services, by and through its Records Management Division, for a three-year term beginning on April 24, 2016 and continuing through April 23, 2019; and to authorize the City Manager to exercise a future one-year option to extend, if needed. This is a service requirements contract with an estimated cost to the City of \$293,763.06 for the three-year term; and, if exercised, an estimated additional amount of \$97,921.02 for the one-year option.

Department: Information Technology
Districts(s): ALL

*******ADDITIONAL INFO BELOW*******

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the City Manager be authorized to sign a Records Management, Storage, Retrieval, File Validation and Document, Media and Hardware Destruction Services Contract ("Contract") entered into by and between the City of El Paso ("City") and both TIBH Industries, Inc., a private non-profit corporation and the certifying party, and ReadyOne Industries, Inc., the performing party, to provide records management, storage, retrieval, file validation and secure document destruction services for the City, as managed by the City's Department of Information Technology Services, by and through its Records Management Division, for a three-year term beginning on April 24, 2016 and continuing through April 23, 2019; and to authorize the City Manager to exercise a future one-year option to extend, if needed. This is a service requirements contract with an estimated cost to the City of \$293,763.06 for the three-year term; and, if exercised, an estimated additional amount of \$97,921.02 for the one-year option.

ADOPTED this _____ day of _____, 2016.


CITY OF EL PASO:

Oscar Lesser
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



Elizabeth M. Ruhmann
Assistant City Attorney

APPROVED AS TO CONTENT:



Bruce D. Collins, Director
Purchasing & Strategic Sourcing Department

STATE OF TEXAS

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§
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§
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**RECORDS MANAGEMENT, STORAGE, RETRIEVAL,
FILE VALIDATION & DOCUMENT, MEDIA & HARDWARE
DESTRUCTION SERVICES CONTRACT**

COUNTY OF EL PASO

This Records Management, Storage, Retrieval, File Validation and Document, Media and Hardware Destruction Services Contract ("Contract") is entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation (hereinafter referred to as the "**City**"), and both **TIBH INDUSTRIES, INC. ("TIBH")**, a private non-profit corporation and the certifying party, and **READYONE INDUSTRIES, INC. ("READYONE")**, the performing party, and collectively referred to as the "Contractors", to provide specified records management, storage, retrieval, file validation and secure document, media and hardware destruction services for the City, as managed by the City's Department of Information Technology Services -- Records Management Division.

WITNESSETH:

WHEREAS, the City of El Paso is in need of records management, storage and retrieval services, as well as file validation and secure document, media and hardware destruction services; and

WHEREAS, TIBH is a private non-profit corporation responsible for coordinating programs and employment opportunities for the visually impaired and the disabled; and

WHEREAS, the ReadyOne is certified by TIBH as providing employment for individuals with severe disabilities and/or blindness; and

WHEREAS, ReadyOne is able to provide the needed services for the mutual benefit of its workers and the City; and

WHEREAS, the City has determined that it is in the best interest of the citizens of El Paso to employ disabled and/or blind citizens to perform the services outlined in this Contract; and

WHEREAS, the competitive bidding requirements of the Texas Local Government Code Section 252.021 do not apply to this Contract, pursuant to and in compliance with Section 252.022(a)(13) of the Texas Local Government Code and Chapter 122 of the Texas Human Resources Code.

NOW, THEREFORE, it is hereby agreed by the parties as follows:

1. **Scope of Services.** Contractors shall provide records management, storage and retrieval, file validation and secure document destruction services (the "Services") for the City as set forth in Exhibit A, Scope of Services, attached hereto and incorporated herein by reference.

2. **Term.** This Contract is for a term of thirty-six (36) months. This Contract shall become effective on **April 24, 2016**, and shall terminate on **April 23, 2019**.

2.1 **Option to Extend.** The City Manager may exercise an option to extend the term of this Contract for an additional one-year term by giving Contractors written notice prior to the expiration of the original term of this Contract.

3. **Consideration.** For the services set forth herein, the City shall pay TIBH the estimated sum total of **\$293,763.06** over the three-year term (\$97,921.02 per year), broken down as set forth in Exhibit B, Pricing, attached hereto and incorporated herein by reference.

On or about the 1st of the month, ReadyOne shall issue a draft of its monthly invoice to the City for review and approval. Upon verification and approval of such draft invoice, the City will notify ReadyOne and ReadyOne will submit the invoice, with necessary changes/corrections, if any, to TIBH. TIBH will then submit a final invoice to the City for payment and the payment will be processed and sent to TIBH, which shall send the appropriate amount, within a reasonable time, to ReadyOne as may be determined by TIBH and ReadyOne. In its monthly invoice to the City, ReadyOne will provide a line item for all records management, storage, retrieval, file validation, document, media and hardware destruction and activity costs. The invoice will include a detailed list of all transactions. The total monthly cost will be billed to and paid by the City of El Paso.

Should the City exercise its option to extend this Contract pursuant to Section 2.1 herein, the annual pricing set forth in Exhibit B will apply to the extension.

4. **Termination.** Either party may terminate this Contract if the other party has breached the Contract and fails to correct such breach for a period of thirty (30) days after receipt of written notice to correct the same. In addition, either party may terminate this Contract without cause upon thirty (30) days' written notice to the other party of the intention to terminate this Contract. In addition, this Contract may be terminated at any time by mutual written agreement of the Parties. In addition, this Contract shall automatically terminate if the City Council of the City of El Paso fails to appropriate or budget money for the payment of the Services under this Contract. All payments by the City under this Contract are payable only out of current City revenues.

Upon termination of this Contract for any reason, Contractors shall return any and all equipment and materials provided by the City in good usable order, allowing for ordinary wear and tear.

5. **Independent Contractor.** Contractors shall instruct all of their employees as to work procedures and thoroughly acquaint each employee with their duties. City shall notify Contractors if any of Contractors' employees do not perform their duties as necessary to carry out Contractors' duties under this Contract. Nothing contained herein shall be construed as creating the relationship of employer and employee between the City and the Contractors or between the City and the Contractors' employees. Contractors shall

be deemed at all times to be independent contractors. In carrying out the terms of this Contract, Contractors shall select their own employees and such employees shall be and act under the exclusive and complete supervision and control of Contractors.

6. **Insurance.** Contractors will provide and keep in full force and effect during the term of this Contract, at Contractors' own cost and expense, the following insurance policies for the joint benefit of Contractors and the City of El Paso, with an insurer reasonably acceptable to the City of El Paso:

- a. Commercial general liability insurance to include Warehouse Operators Legal Liability and Valuable Papers & Records coverage with a general aggregate limit (other than products/completed operations) of at least Two Million Dollars (\$2,000,000.00); at least One Million Dollars (\$1,000,000.00) premises and operations limit; and at least one Million Dollars (\$1,000,000.00) each occurrence limit;
- b. Workers' Compensation coverage as required by law, together with employer liability coverage with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence.
- c. Comprehensive automobile liability insurance covering owned, leased, hired and non-owned vehicles with at least One Million Dollars (\$1,000,000.00) combined single limit.

These amounts are not a limitation upon the Contractors' agreement to indemnify and hold harmless the City. In the case of a loss caused by Contractors, Contractors shall pay the cost for reproduction of the records.

Contractors will deliver to the City of El Paso true and correct copies of its insurance policies required above, and certificates of such insurance within seven (7) days of the execution of an agreement. Each such policy will name the City of El Paso as additional insured.

The policies shall be carried by an insurance company authorized to do business in the State of Texas. The policies shall be in a form acceptable to the City and shall be for the protection of the City as well as Contractors.

City agrees that Contractors may self-insure against the risks described herein to the extent permitted by law, provided that Contractors provide evidence of such compliance with the insurance requirements and applicable state laws set forth herein. Contractors hereby waive their right of recovery against the City and its officers, employees or agents of any amounts paid by Contractors or on Contractors' behalf to satisfy applicable state insurance and worker's compensation laws.

A copy of the policies and/or certificates of insurance and/or proof of self-insurance shall be filed with the City Clerk. The policies shall provide, by endorsement, that it cannot be canceled or the amount of coverage reduced without thirty (30) days written notice to the City.

7. **INDEMNITY.** IT IS AN EXPRESS CONDITION OF THIS CONTRACT THAT CITY, ITS ELECTED OFFICIALS AND ITS OFFICERS, AGENTS, AND EMPLOYEES SHALL BE

FREE FROM ANY AND ALL CLAIMS, DEBTS, DEMANDS LIABILITIES OR CAUSES OF ACTION OF EVERY KIND OR CHARACTER, WHETHER IN LAW OR EQUITY, BY REASON OF ANY DEATH, INJURY OR DAMAGE TO ANY PERSON OR PERSONS OR DAMAGE OR DESTRUCTION OF PROPERTY OR LOSS OF USE THEREOF, WHETHER IT BE THE PERSON OR PROPERTY OF THE CONTRACTORS, THEIR AGENTS OR EMPLOYEES, OR OF ANY THIRD PERSONS, CAUSED BY THE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE CONTRACTORS, THEIR OFFICERS, AGENTS, OR EMPLOYEES, IN THE CONDUCT OF THE CONTRACTORS' OPERATIONS AUTHORIZED HEREIN. THE CONTRACTORS HEREBY COVENANT AND AGREE TO INDEMNIFY AND TO SAVE AND HOLD HARMLESS THE CITY, ITS ELECTED OFFICIALS AND ITS OFFICERS, AGENTS AND EMPLOYEES AGAINST AND FROM ANY AND ALL SUCH CLAIMS, DEMANDS, DEBTS, LIABILITIES AND CAUSES OF ACTION (INCLUDING REASONABLE ATTORNEY'S FEES AND COSTS).

8. **Workmanship.** All work shall be done in a good and workmanlike manner. The City's Records Management Division Manager or designee shall notify Contractors' officials if the work does not comply with such standards. Any disagreements concerning performance shall be resolved by the Records Manager. If a solution is not reached, the issue will be brought to the Department Director's attention for resolution.

9. **Compliance with Laws and Ordinances.** Contractors shall at all times observe and comply with all federal, state and local laws, ordinances and regulations which in any manner affect the Contract or the work and to the extent allowed by law, shall indemnify and save and hold harmless the City against all claims arising from the violation of any such laws, ordinances and regulations whether by the Contractors or their employees or clients.

10. **Venue and Law.** For the purposes of determining the place of the Contract and the law governing the same, this Contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue for all purposes shall be in the courts of El Paso County, Texas.

11. **Severability.** Every provision of this Contract is intended to be severable. If any term or provision hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Contract.

12. **Entire Agreement.** This Contract constitutes and expresses the entire agreement between the parties regarding the scope of services specified. This Contract shall not be amended or modified except by a written instrument signed by all parties.

13. **Assignment.** This Contract shall not be assigned without the prior written consent of all of the parties.

14. **Binding Agreement.** The individuals signing this Contract acknowledge that they are authorized to do so, and said individuals further warrant that they are authorized to commit and bind Contractors to the terms and conditions of this Contract.

15. **Notices.** All notices provided for herein shall be sufficient if sent by certified or registered mail, return receipt requested, postage fully prepaid, addressed to the proper party at the following addresses:

City: City of El Paso
ATTN: City Manager
300 N. Campbell
El Paso, Texas 79901

with copy to: City of El Paso
ATTN: Director
Information Technology Services Department
218 N. Campbell
El Paso, Texas 79901

TIBH: TIBH Industries, Inc.
ATTN: Henry Hernandez, Marketing Manager
5503 Grissom Road, Suite 103
San Antonio, Texas 78238

ReadyOne Industries, Inc.: Ready One Industries, Inc.
ATTN: Anthony Martinez, President & CEO
1414 Ability Drive
El Paso, Texas 79936

or to such other persons/addresses as the parties may designate to each other in writing from time to time.

16. **Texas Tort Claims Act.** Contractors expressly agree that, in all things relating to this Contract, the City is performing a governmental function, as defined by the Texas Tort Claims Act. Contractors further expressly agree that every act or omission of the City that pertains to or arises out of this Contract falls within the definition of a governmental function.

(SIGNATURES FOLLOW ON THE NEXT PAGE)

IN WITNESS WHEREOF, the parties have executed this Contract on the _____ day of _____, 2016.

CITY OF EL PASO

Tomás González
City Manager

APPROVED AS TO FORM:



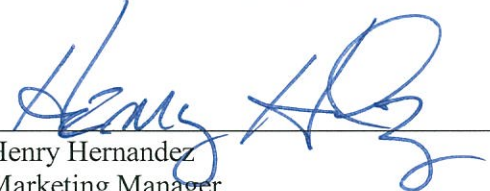
Elizabeth M. Ruhmann
Assistant City Attorney

APPROVED AS TO CONTENT:



Enrique Martinez, Director
Department of Information Technology Services

TIBH INDUSTRIES, INC.



Henry Hernandez
Marketing Manager

READYONE INDUSTRIES, INC.



Anthony Martinez
President & Chief Executive Officer

EXHIBIT A

SCOPE OF SERVICES

The City of El Paso has the following broad objectives for the document storage and retrieval, file validation and secure document, media and hardware destruction services to be provided by ReadyOne Industries, Inc. ("Contractor"):

- 1) Ongoing storage of City records and periodic retrieval, delivery, and subsequent return of requested stored materials; and,
- 2) File validation and the ultimate secure document destruction of select, qualifying records.

Currently, the City has approximately 13,000 boxes and 116 Map Case Cabinets in storage. Additional boxes will be added to this total as required (total boxes estimated to reach no more than 15,000), as well as removed and destroyed according to City record retention schedules.

The Scope of Services shall include, but not be limited to, the following services outlines below.

A. Records Storage

Contractor must provide secure off-site storage of the City of El Paso documents and be able to provide enough physical storage capacity for approximately 13,000 boxes at the initiation of the contract. The City may add more boxes to the Contractor's facility during the contract period. Contractor must accommodate the additional boxes at the rates offered.

All records will be packed in the standard records center storage boxes.

Contractor must store the City's boxes and/or files at facilities located in the City of El Paso, Texas.

B. Record Pickup and Delivery

Contractor shall accept and respond to pickup and delivery requests from authorized City of El Paso staff. Contractor will deliver request during the City's regular business hours of 7:00 am to 6:00 pm, Monday through Thursday, excluding holidays, **unless a schedule is agreed upon by mutual agreement between the City and the Contractor.**

Orders for delivery placed before 3:00 p.m. will be delivered by the next business day. Orders for rush delivery placed before 1:00 p.m. will be delivered within 4 hours, and emergency orders will be delivered within 1 hour. Orders for pickup of new or re-file boxes and/or files will be picked up within 4 business days.

Deliveries are to be made to various floors in City locations/facilities as required unless the requesting department specifically asks for delivery to another location in the city. New or re-file boxes and/or files for pick up will be picked up from the requesting department's office unless the department requests pick up from a different location in the city.

C. Permanent Removal or Destruction Services

The City may require the permanent removal or destruction of specified boxes stored with Contractor. Boxes permanently removed from storage must not appear on subsequent monthly invoices for storage.

Contractor must have the ability to accomplish the certified destruction of records stored at Contractor's facility and off site at the City of El Paso. The certified destruction shall be performed by either shredding or incineration. Contractor must ensure that confidentiality of all destroyed records is maintained throughout the destruction process. Contractor will provide a certificate of destruction to the City for those records destroyed. No records shall be destroyed without written approval from the City's Records & Archives Manager or the Records Management Officer.

D. File Validation

Contractor shall provide file validation services to aide City departments in assessing stored document and information files to determine whether they should be designated for offsite storage or destruction.

The City's Records Management Division will coordinate and schedule appointments with the Contractor and City departments for file validation services. Upon appointment confirmation, Contractor shall meet with the subject department and, in conjunction with the Department designee, will identify and designate boxes for retention, storage or destruction, based on criteria established by the Department's director or designee, and/or the Records Management Division. Once identified, the contents of the boxes will be assessed by the Contractor and verified by the Records Management Division. Contractor shall provide the City's Records Management Division with a copy of the file validation report/findings, within the month immediately following the assessment, to be included with the monthly reports required under Section F, below.

Once the file validation process has been completed, boxes will be retrieved and scheduled for storage or destruction, as appropriate. This process will be done in coordination with the relevant department, the Records Management Division and the Contractor.

E. Inventory Tracking

Contractor shall maintain an accurate, bar-coded and computer-based inventory tracking system. The computerized system must be web enabled, with adequate security, to provide Internet access to the information by the City's authorized users.

At a minimum, this system must identify each stored City box by department, description, status (checked in/checked out), and who made the request. Essential data fields shall include and not be limited to: department name, record series, status, and box history (dates of check out and check in).

The inventory tracking process shall include appropriate logs and receipts for pickup and delivery of the individual boxes for verification and audit purposes. Logs and receipts will be made available to the City upon request in hard copy and electronic formats.

The inventory status must be updated within 24 hours of activity.

F. Reporting

Contractor shall provide the following reports to the City on a monthly basis and upon reasonable request. The City shall have access to these reports without additional fees.

- Inventory reports for all City boxes, cabinets and media stored at Contractor's facility. Also detailed reports of the quantity of boxes, cabinets and media by division or department.
- Activity reports including a summary of ordering activity by location, quantity, and order type. A

retrieval activity report includes history for checked out, permanently removed, and destroyed inventory.

- Financial reports that provide billing activity for a specified invoice period.

G. Secure Storage and Facility Standards

Contractor's storage facilities shall provide a level of protection consistent with industry standards. Contractor's storage facility shall be solidly constructed with secure loading and unloading areas. Floors shall support at least 300 pounds per square foot, and shall be at or above ground level to assure dry storage.

The records storage facility must meet all applicable and current requirements of the National Fire Protection Association.

Contractor shall provide an environmentally controlled vault storage area (at minimum, an average office environment temperature and humidity) for the storage of microfilm, and recorded tapes (i.e. data, audio, video, etc.). The climate control equipment shall not be turned off or thermostat setting adjusted during nights, weekends and holidays.

Storage facilities cannot house any hazardous material. Storage facilities cannot be located within a flood area or risk exposure from external hazards.

Contractor is responsible for security of all storage facilities. Storage facilities must be equipped with an intrusion alarm system that is monitored 24-hours per day, including weekends and holidays.

Contractor must provide adequate storage capacity to meet both the current and future needs of the City of El Paso.

Contractor is responsible for all the contents stored in any of its storage facilities. Contractor must have and provide the City with a written disaster and recovery plan for any catastrophic occurrences including, but not limited to, earthquake, flood, fire, etc.

H. Transportation

Contractor must provide vehicles designed for the transportation of storage records. The vehicles must have the appropriate security features (anti-theft device) and be secured while at a delivery/pick up site. All vehicles must be equipped with a fire extinguisher.

- The vehicles must be equipped with two-way communications.
- Contractor's facility must employ a comprehensive security screening process.
- Contractor must test employees for drugs and/or alcohol on a regular basis.
- Contractor's employees must be required to sign confidentiality agreements.
- Contractor must provide City with a description of the background check that is required of their employees.
- Contractor's employees must be provided with uniform and identification cards.
- Contractor must provide City with a description of how they train their delivery personnel to properly identify the appropriate customer contact on delivery and pickup.

I. Account Representation

Contractor shall appoint an account representative for the City of El Paso as a single point of contact in order to insure a high level of responsiveness to the City's needs. A backup contact shall also be designated for the purposes of providing coverage during the primary contact's absence. After hours and/or weekend and holiday contact information will be provided to the Records Management Division and updated as necessary.

EXHIBIT B**PRICING**

Service	Unit Price	Estimated Annual Price
Archives Storage & Maintenance Charges (Approx. 15,000 boxes)	\$0.181/box	\$32,580.00
Vault Storage & Management Charges (Approx. 50 boxes/articles)	\$0.435/box or article	\$261.00
Map Case Storage and Maintenance Charge (Approx 116 cases)	\$4.01/case	\$5,581.92
Telescoping Map Boxes Storage and Maintenance Charges (Approx 150 boxes)	\$0.26/box	\$469.00
New Additions to Inventory Charges (to include, but not limited to, set-up, indexing, filing, bar coding, computer tracking system, etc.) (Approx 2,000 boxes)	\$0.85/box	\$1,700.00
New Additions to Inventory Charges for items other than standard boxes (to include, but not limited to, set-up, indexing, filing, bar coding, computer tracking system, etc.) (Approx 200 cu.ft.)	\$0.85/cu ft.	\$170.00
Routine Retrieval Charge - Next Day Delivery - All Services (Approx 500 boxes)	\$1.59 / box	\$800.00
Routine Pick-Up and Delivery Trip Charge (Approx 52 trips)	\$10.60/trip	\$551.20
Rush Retrieval Service Charge - Within 4 hours (Approx 100 boxes)	\$10.60/box	\$1,060.00
Rush Retrieval Trip Charge (Approx 52 trips)	\$21.20/trip	\$1,102.40
Emergency Retrieval Services Charge - Within 1 hour (Approx 15 boxes)	\$10.60/box	\$159.00
Emergency Retrieval Trip Charge (Approx 15 Trips)	\$37.10/Trip	\$556.50
After Hours Retrieval Service (Approx 3 boxes)	\$79.50/box	\$238.50
After Hours trip Charge (Approx 3 trips)	\$79.50/Trip	\$238.50
File Validation Process - Billable hours will be for those engaged in performing the assigned tasks	\$15.00/person/hour	\$10,000.00
Replacement Boxes - Standard one-piece file box (10" X 12" 15")	\$1.23/box	\$123.00
Replacement Boxes - Standard two-piece file box (10" X 12" 15")	\$1.75/box	\$1,750.00
Replacement Boxes - Telescoping Map Boxes Two-Piece (8" X 8" X 25") Minimum Order 500 boxes	\$1.875/Box	\$1,875.00
Shredding Services	\$0.0424/lb	\$1,300.00

Shred Console (Dimensions: 21.5"W x 16"D x 36"H)	\$10.60 per bin per pickup	\$500.00
Shred bins 65 gallon, locking lids (Dimensions: 23"W x 29"D x 42"H)	\$10.60 per bin per pickup	\$1,000.00
Shred bins 96 gallon, locking lids (Dimensions: 2"W x 34"D x 43"H)	\$19.08 per bin per pickup	\$250.00
Media destruction (tapes, optical media)	\$0.795 per pound	\$375.00
Computer Hard Drive destruction / disposal (Destruction is accomplished using the punch press method. Degaussing is not employed. The disabled hard drives are tendered to metals recyclers for recycling)	\$5.30 per hard drive	\$2,000.00
Full Time File Validation/Skilled Employee for City Attorney's Office – ReadyOne employee assigned on a full-time basis to specific tasks within the City Attorney's Office. The position requires specific knowledge of box/file management software, as well as skills in the use and development of Microsoft Office applications.	\$16.00 per hour	\$33,280.00
	Estimated Annual Total	\$97,921.02