

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

**DEPARTMENT:** General Services

**AGENDA DATE:** April 24, 2012

**CONTACT PERSON/PHONE:** STUART ED, GENERAL SERVICES DIRECTOR, 621-6822  
BRUCE D. COLLINS, PURCHASING MANAGER, 541-4313

**DISTRICT (S) AFFECTED:** ALL

**SUBJECT:**

APPROVE a resolution / ordinance / lease to do what? OR AUTHORIZE the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.

That the City Manager be authorized to sign a Document Storage & Retrieval System, File Validation and Secure Document Destruction Services Contract by and between the City of El Paso and both TIBH Industries, Inc., a private non-profit corporation and the certifying party, and ReadyOne Industries, Inc., the performing party, to provide specified document storage and retrieval, file validation and secure document destruction services for the City, as managed by the City of El Paso's Records Management Division, by and through the City's General Services Department. This is a service requirements contract at a currently estimated cost to the City of \$139,854.10 over the one-year term of the contract (April 24, 2012 through April 23, 2013).

**BACKGROUND / DISCUSSION:**

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action? What are the citizen concerns?

The agreement between the City of El Paso and TIBH DBA ReadyOne Industries, Inc. is to enable document storage, retrieval, file validation and secure document destruction services for all City departments. The City has previously contracted and has current contracts with TIBH who is a private, non-profit corporation offering employment for individuals with mental disabilities, the visually impaired and the disabled. This agreement will allow for the enhancement of all departments by cleaning up unnecessary clutter in identified areas where document files are currently stored. Local business is being supported.

**PRIOR COUNCIL ACTION:**

Has the Council previously considered this item or a closely related one?

Yes, City Council approved a similar contract on March 10, 2009.

**SELECTION SUMMARY:**

N/A

**AMOUNT AND SOURCE OF FUNDING:**

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

31010330-502215-01101-31010 – General Services – Records Division – Outside Contracts

**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:**

Name

Signature

Date

## RESOLUTION

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

That the City Manager be authorized to sign a Document Storage & Retrieval System, File Validation and Secure Document Destruction Services Contract by and between the City of El Paso and both TIBH Industries, Inc., a private non-profit corporation and the certifying party, and ReadyOne Industries, Inc., the performing party, to provide specified document storage and retrieval, file validation and secure document destruction services for the City, as managed by the City of El Paso's Records Management Division, by and through the City's General Services Department. This is a service requirements contract at a currently estimated cost to the City of \$139,854.10 over the one-year term of the contract (April 24, 2012 through April 23, 2013).

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

CITY OF EL PASO:

\_\_\_\_\_  
John F. Cook  
Mayor

ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Elizabeth M. Ruhmann  
Assistant City Attorney

\_\_\_\_\_  
Stuart C. Ed, Director  
General Services Department

## **DOCUMENT STORAGE & RETRIEVAL SYSTEM, FILE VALIDATION AND SECURE DOCUMENT DESTRUCTION SERVICES CONTRACT**

This Document Storage & Retrieval System, File Validation and Secure Document Destruction Services Contract is made this 27th day of March, 2012, 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 (hereinafter "**the Contractor**"), to provide specified document storage and retrieval, file validation and secure document destruction services for the City, as managed by the City of El Paso's Records Management Division, by and through the City's General Services Department.

### **WITNESSETH:**

**WHEREAS**, the City of El Paso is in need of document storage and retrieval, file validation and secure document destruction services for various City departments; 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 Contractor is certified by TIBH as providing employment for individuals with severe disabilities and/or blindness; and

**WHEREAS**, Contractor 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 severely 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.** Contractor shall provide document storage and retrieval, file validation and secure document destruction services (the “Services”) for the City as set forth in Exhibit A, attached hereto and incorporated herein by reference.
2. **Term.** This Contract is for a term of twelve (12) months. This Contract shall become effective on **April 24, 2012**, and shall terminate on **April 23, 2013**.

**2.1 Option to Extend.** City, at its sole discretion, may exercise an option to extend the term of this Agreement, for two additional one-year terms, by giving Contractor written notice prior to the expiration of the original, and any subsequent, term of this Agreement.

3. **Consideration.** For all of the services set forth herein, the City shall pay TIBH the sum total of approximately **\$139,854.10** over the one year term, broken down as follows:
  - a. For Document Storage/Record Management, the City shall pay TIBH \$38,187.10, as set forth in more detail in **Exhibit B**, attached hereto.
  - b. For File Validation Services and Replacement Boxes, the City shall pay TIBH an amount not to exceed \$85,000.00 per year, as set forth in more detail in **Exhibit B**, attached hereto.

- c. For Document Destruction/Shredding Services, the City shall pay TIBH an amount not to exceed \$16,667.00 per year, as set forth in more detail in **Exhibit B**, attached hereto.

On or about the 1<sup>st</sup> 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 document storage, retrieval, file validation, document destruction and activity costs. The invoice will include a detail 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(s) to extend this Agreement pursuant to Section 2.1 herein, the annual pricing of \$32,887.10 for Record Management will apply to both year two and year three, and the annual pricing for File Validation Services and Replacement Boxes, and Document Destruction/Shredding Services will continue as set forth in sections 3.b. and 3.c., above.

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.** TIBH and ReadyOne shall instruct all of their employees as to work procedures and thoroughly acquaint each employee with their duties. City shall notify TIBH and ReadyOne if any of ReadyOne 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. TIBH and ReadyOne shall be deemed at all times to be independent contractors. In carrying out the terms of this Contract, TIBH and ReadyOne shall select their own employees and such employees shall be and act under the exclusive and complete supervision and control of Contractors.

6. **Insurance.** Contractor will provide and keep in full force and effect during the term of this agreement, at the Contractor's own cost and expense, the following insurance policies for the joint benefit of the Contractor 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; 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 Contractor, Contractor shall pay the cost for reproduction of the records.

Contractor will deliver to the City of El Paso true and corrected 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 policy shall be carried by an insurance company authorized to do business in the State of Texas. The policy shall be in a form acceptable to the City and shall be for the protection of the City as well as ReadyOne.

City agrees that Contractor may self-insure against the risks described in this Section 7 to the extent permitted by law, providing that Contractor shall provide evidence of such compliance with the insurance requirements and applicable state laws set forth herein. Contractor hereby waives its right of recovery against the City and its officers, employees or agents of any amounts paid by Contractor or on Contractor's behalf to satisfy applicable state insurance and worker's compensation laws.

A copy of the policy and/or certificate of insurance and/or proof of self-insurance shall be filed with the City Clerk. The policy shall provide, by endorsement if applicable and/or necessary,

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 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 his 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. It shall not be amended or modified except by a written instrument signed by all parties. The parties have entered into other agreements which are not affected or modified by this Contract.

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

14. **Binding Agreement.** The individual signing this Contract acknowledges that he or she is authorized to do so, and said individual further warrants that he or she is 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  
2 Civic Center Plaza  
El Paso, Texas 79901-1196

with copy to: City of El Paso  
ATTN: Director  
Environmental Services Department  
7969 San Paulo  
El Paso, Texas 79907

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

ReadyOne Industries, Inc. Tom Ahmann, Chief Executive Officer  
Ready One Industries, Inc.  
1414 Ability Drive  
El Paso, Texas 79936

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

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

(ALL SIGNATURES FOLLOW ON NEXT PAGE)

**DOCUMENT STORAGE & RETRIEVAL SYSTEM, FILE VALIDATION AND  
SECURE DOCUMENT DESTRUCTION SERVICES CONTRACT**

***SIGNATURE PAGE***

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

**CITY OF EL PASO**

\_\_\_\_\_  
Joyce A. Wilson,  
City Manager

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Elizabeth M. Ruhmann  
Assistant City Attorney

**APPROVED AS TO CONTENT:**

\_\_\_\_\_  
Stuart C. Ed, Director  
General Services Department

**TIBH INDUSTRIES, INC.**

\_\_\_\_\_  
Henry Hernandez  
Marketing Manager

**READYONE INDUSTRIES, INC.**

\_\_\_\_\_  
Tom Ahmann  
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 destruction services to be provided by Contractor:

- 1) Relocate all existing stored records into Contractor's storage facilities (approximately 6,500 boxes), which shall take approximately one month;
- 2) Ongoing storage of City records and periodic retrieval, delivery, and subsequent return of requested stored materials; and,
- 3) File validation and the ultimate secure document destruction of select, qualifying records.

Currently, the City has approximately 6,500 boxes in storage. Additional boxes will be added to this total as required (total boxes estimated to reach approximately 8,000, but will not exceed 10,000), as well as removed and destroyed according to City record retention schedules. All boxes currently stored are standard letter/legal file boxes (10"W x 12"L x 15"H), which are 1.0 cubic. The Scope of Services shall include, but not be limited to, the following services outlines below.

#### **A. Record 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 10,000 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 must be, and will be packed in the standard records center storage box as specified:

Cases, storage box, fiberboard (200 lb. test), lift-off top  
Carton letter or legal size: 10"W x 12"L x 15"H

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 requested boxes and/or files 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 Hall, Municipal Court, and Health Department 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. Contractor shall provide for the permanent removal of such specified boxes and return all boxes that remain in good, re-usable condition to the City. 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, old box location, destruction date, new bar code, new location, 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 stored at Contractor's facility. Also detailed reports of the quantity of boxes and/or files 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.

Contractor shall provide the following reports to the City upon request. The City shall have access to these reports without additional fees.

- 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.

**J. Transition Services**

Since the City has been utilizing a different vendor for its records storage, it will be necessary to transition to Contractor's facilities and environment at the initiation of this Contract. This transition will take approximately one month.



**EXHIBIT B**  
**PRICING**

Description	Unit	Extended Price	
Relocation of approximately 6,500 boxes to Contractors' facilities (to include, but not limited to: transportation charge, set-up, indexing, filing, bar-coding, computer tracking system, etc.)	One-time cost	\$5,300.00	
<b>Record Management Storage Charges &amp; Delivery Charges</b> (to include all archives services, maintenance, record management, retrieval, additions to inventory, shredding, etc. as specified in the Scope of Services)		<b>Monthly Price</b>	<b>Annual Price</b>
Archives Storage & Management Charges (Approx. 10,000 boxes)	\$0.181/box	\$1,810.00	\$21,720.00
Vault Storage & Management Charges (Approx. 50 boxes/articles)	\$0.435/box or article	\$21.75	\$261.00
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
Routine pick-up & delivery charge – next day delivery (Approx. 500 boxes)	\$10.60/box		\$5,300.00
Routine pick-up & delivery trip charge – next day delivery – all services (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 Service Charge – within 1 hour (Approx. 15 boxes)	\$10.60/box		\$159.00
Emergency Retrieval Trip Charge (Approx. 15 trips)	\$37.10/trip		\$556.50
Afterhours Retrieval Service (Approx. 3 boxes)	\$79.50/box		\$238.50
Afterhours Trip Charge (Approx. 3 trips)	\$79.50/trip		\$238.50
<b>Total Cost Per Year</b>			<b>\$32,887.10</b>

Description	Unit	Price/Unit
File validation process – Pricing is based upon one supervisor and two clerks. Billable hours will be those engaged in performing the assigned tasks. City authorization required of time cards reflecting arrival and departure times, and breaks and lunch.	Hour	\$14.00/person/billable hour
Replacement Boxes: Standard one-piece file box (Records Retiring Box) Standard two-piece file box (ReadyOne boxes measure 10”x12”x15”)	Box	\$1.23/box \$1.83/box
Shredding Services – Any and all size documents, with any dpi (Approx. 400,000 lbs per year)	Lb	\$0.0424/lb

The parties shall establish agreed upon procedures for documenting and accounting for the hours worked and duties performed by ReadyOne employees. Failing to reach an agreement, the City’s Record Management Director’s determination on same shall control.