

Off-site Records Storage and Shredding - Rice University 7/2023 – Schedule A

RFP# 2023-05-001

Storage – Hard Copy Records	Unit	Price
Storage	Unit	Price
Hard Copy Records Storage, Non-climate controlled	Per Cubic Foot	\$0.26
Hard Copy Records Storage, Climate Controlled	Per Cubic Foot	\$0.29
Hard Copy Records Storage Minimum Monthly Fee	Per Location	\$75.00
Services – Hard Copy Records		
Carton Activity	Unit	Price
Add New Container <i>(Includes Box Level Index)</i>	Per Box	\$1.93
Container Retrieval (Order by 11:00am for Next Business Day)	Per Box	\$3.15
Container Rush Retrieval (Order by 1:00pm for same day 4 hour)	Per Box	\$3.50
Container Emergency Retrieval (After Hour/weekends/holidays – 3-hour delivery)	Per Box	\$4.50
Container Refile	Per Box	\$3.15
Container Permanent Remove (Includes prep work, data entry & verification, does not include retrieval fee)	Per Box	\$4.23
Reboxing – Packing/Repacking of containers (Does not include container cost)	Per Box	\$1.93
File Folder Activity	Unit	Price
Add New File	Per File	\$2.95
File Folder Retrieval (Order by 11:00am for next business day)	Per File	\$3.95
File Folder Rush Retrieval (Order by 1:00pm for same day 4 hour)	Per File	\$4.50
File Folder Refile	Per File	\$3.95
File Tracking Fee	Per File/Per Month	\$0.33
File Not Found Fee	Per File	\$1.33
File Permanent Removal (Prep Work, Data Entry & Verification) <i>(Does not include Retrieval Fees)</i>	Per File	\$1.95

Transportation Services:	Unit	Price
Next Business Day Delivery: <i>Order by 11:00 AM</i>	Trip Fee	\$32.00
Per Item Handling: Next Business Day Delivery	Per Item	\$0.75

Initials: _____

Rush delivery: 4 Hour Delivery: <i>Order by 1PM</i>	Trip Fee	\$58.25
Per item Handling: 4 Hour Rush Delivery:	Per Item	\$1.00
Emergency Delivery: After Hours, Weekends & Holiday	Trip Fee	\$140.00
Per Item Handling: Emergency Delivery:	Per Item	\$2.00
Reporting Services	Unit	Price
Reports – Basic Inventory Reporting	Per Hour	No Charge
Reports – Custom Reports	Per Hour	\$50.00
Microfilm/Microfiche	Per Item	\$2.50
Electronic Magnetic Media	Per Item	\$2.50
Scan On Demand Services	Unit	Price
Scan on Demand File Requests (8 Business Hours Digital Delivery up to 25 pages per file <i>(Does not Include File Retrieval/Refile Fees)</i>)	Per File	\$15.00
Scan on Demand Additional After the initial 25 pages	Per Image	\$0.25
Shredding Destruction Services	Unit	Price
Hard Copy Destruction: Certificate of Destruction (Per Written Authorization only. <i>(Does Not Include Retrieval Fees) Offsite</i>)	Per Standard (1.2 CF)	\$5.52
Hard Copy Destruction: Certificate of Destruction (Per Written Authorization only. <i>(Does Not Include Retrieval Fees)</i>)	Per Large (2.4 or 3.6 CF)	\$7.00
Hard Copy Destruction: Certificate of Destruction (Per Written authorization only> <i>(Does not include retrieval fees) Onsite</i>)	Per Standard (1.2CF)	\$6.00
Hard Copy Destruction: Certificate of destruction (Per written authorization only <i>(does not include retrieval fees) Onsite</i>)	Per Large (2.4 or 3.6 CF)	\$8.00
Monthly Destruction Services: 32 Gallon Console (Locked Cabinet)	Per Tip	\$44.00
64 Gallon Bin (Locked with wheels)	Per Tip	\$55.00
95 Gallon Bin (Locked with wheels)	Per Tip	\$75.00
Office and Administrative Services	Unit	Price
Viewing Room	Per Business Day	\$50.00

Special Projects	Unit	Price
Records Management Services – Per Laborer	Per Hour	\$35.00

Records Management Services – Per Supervisor	Per Hour	\$45.00
Supplies and Materials	Unit	Price
Standard 1.2 Cubic (10" X 12" X 15")	Per Storage Box & Lid	\$4.23
Legal Storage Container: Legal Size (24" X 15" X 10 ¼ ")	Per Storage Box & Lid	\$5.90
Barcode Labels	Per Label	\$0.25
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