



# RECORD MANAGEMENT SERVICES, STORAGE, AND SUPPLIES

## MANDATORY FOR STATE AGENCIES

**Term:** Month to Month  
**Renewals Remaining:** None

The Division of General Services has established this mandatory use contract for the purchase of all record storage requirements for all state agencies in the Anchorage area. The state reserves the right to purchase supplies and delivery services from other sources. **This contract also provides non- mandatory shredding services for items not utilizing this contract for storage.** This contract does not allow the vendor to charge a set up fee for new accounts. Agencies outside the Anchorage area may utilize this contract if and when they chose. To utilize this contract, please contact the vendor below.

<b>Location</b>	<b>Vendor</b>	<b>Contract Number</b>	<b>Phone Number</b>
Anchorage	Alaska Archives	2005-9900-4854	(907) 563 7014

### CONTRACT PRICING (Effective July 1, 2014)

#### STORAGE

<u>Item Number</u>	<u>Description</u>	<u>Contract Price</u>	<u>Unit</u>
1	Standard hard copy storage	\$0.3482	Per box
2	Odd size hard copy storage	\$0.5159	Per cubic foot
3	Vault storage	\$12.8977	Per cubic foot

#### SERVICES

<u>Item Number</u>	<u>Description</u>	<u>Contract Price</u>	<u>Unit</u>
1	Retrieval of single carton	\$2.0636	Each
2	Retrieval of single file, tape, or disk	\$2.5795	Each
3	Delivery of single carton	\$2.5795	Each
4	Delivery of single file, tape, or disk	\$1.2898	Each
5	Pick up of a single carton	\$2.5795	Each
6	Pick up of single file, tape, or disk	\$1.2898	Each
7	Re-file of a single carton	\$2.0636	Each
8	Re-file of a single file, tape, or disk	\$2.5795	Each
9	Minimum pickup/delivery charge	\$15.4772	Each
10-A	Initial data entry of a carton	\$2.9020	Each
10-B	Initial data entry of a file	\$0.9028	Each
11	Destruction of all confidential and non-confidential documents	\$0.2580	Per pound
12-A	Permanent removal of a carton	\$2.5795	Each
12-B	Permanent removal of a file	\$0.9028	Each
13	After hours surcharge	\$64.4885	Each
14-A	Rush service, retrieval	\$5.1591	Each
14-B	Rush service, delivery	\$19.3465	Each
15	Fax service	\$1.2898	Per page
16	Copying services	\$0.1290	Per page
17	Hourly rate for services	\$46.4317	Per hour

**SHRED  
BINS**

<u>Item Number</u>	<u>Description</u>	<u>Contract Price</u>	<u>Unit</u>
1	32 Gallon bin or console (120 pound maximum)	\$27.3856	Per pick up
2	64 Gallon Bin (240 pound maximum)	\$54.7712	Per pick up

**SALES**

<u>Item Number</u>	<u>Description</u>	<u>Contract Price</u>	<u>Unit</u>
1	Standard record center box	\$2.9020	Per box
2	Odd size record center box	\$7.7386	Per box

Additional information regarding Contract 2005-9900-4854 please contact the Contracting Officer listed below.

**Matthew Pegues  
Contracting Officer  
State of Alaska  
(907) 465-5681  
[matthew.pegues@alaska.gov](mailto:matthew.pegues@alaska.gov)**