

MANDATORY CONTRACT

PURCHASE OF RECORDS MANAGEMENT SERVICES, STORAGE AND SUPPLIES IN THE ANCHORAGE AREA.

Contractor: Relo Information Management, Inc.
dba: Alaska Archives
1300 West 56th Ave, Suite 14
Anchorage, AK 99518
Phone Number: 907-563-7014
Fax Number: 907-563-7012

Contract Number **2004-9900-4854**

CONTACT NAME: Jon Kaplan

CONTRACT TERM: July 1, 2004 through June 30, 2009, with one five-year renewal option to be exercised solely by the state.

CONTRACTING OFFICER: Tom Mayer, (907) 465-5677
Fax (907) 465-2189
Email: tom_mayer@admin.state.ak.us

SECTION ONE: Terms and Conditions

SECTION TWO: [Contract Pricing](#)

Section One: Terms and Conditions

TERMS AND CONDITIONS PERTINENT TO THE CONTRACT: The terms and conditions noted below are from the ITB that established the contract and as such, they are part of the contract. They are listed here because they outline your agencies responsibilities and duties as well as the contractors responsibilities and duties under the contract. The terms and conditions listed below do not constitute all of the terms and conditions under the contract. The ITB's other terms, conditions, provisions and specifications as well as sections of the UCC also apply to the contract. If you have questions regarding either the states or the contractors responsibilities under this contract, please do not hesitate to contact the Contracting Officer listed above.

CONTRACT INTENT: This Contract is a 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. Agencies outside the Anchorage area may utilize this contract if, and when they chose.

HOURS OF OPERATION: The records center will be open during the normal working hours of the state agency clients, 8:00 AM until 5:00 PM. The records center can provide service 24-hours a day if requested. If your agency requires after hours, weekend or holiday services, please contact the contractor at the number provided above to make arrangements.

BILLING STATEMENTS: The contractor will issue an itemized monthly invoice to each state agency for storage, services, and supplies provided during the previous month. The contractor must also provide copy of each agencies monthly invoice to the State Archives and Records Management Service.

The invoice shall clearly indicate the quantity of each service, the price per item of each service provided, as well as the total charge for each service provided by the contractor for the month. In addition, the invoice shall have a total amount due. All items on the invoice must be clearly identifiable as contract deliverables.

State agencies shall have the option of receiving monthly, quarterly or semi-annual invoicing. If an agency requires minimal services from this contract and their normal monthly billing is less than \$20.00, it is recommended that they utilize quarterly or semi-annual billing. If an agency wishes to change their billing cycle, the agency must notify the contractor in writing.

Payment shall be made by the state within 30 days of the receipt of a proper billing from the contractor. Invoices that do not contain the proper information will be returned to the contractor for clarification. Payment will be made by each using agency directly to the contractor.

PAYMENT FOR STATE PURCHASES: Payment for agreements under \$500,000 for the undisputed purchase of goods or services provided to a State agency, will be made within 30 days of the receipt of a proper billing or the delivery of the goods or services to the location(s) specified in the agreement, whichever is later. A late payment is subject to 1.5% interest per month on the unpaid balance. Interest will not be paid if there is a dispute or if there is an agreement which establishes a lower interest rate or precludes the charging of interest.

USE OF THE STATE OF ALASKA PURCHASING CARD: Select State agencies have been issued a State of Alaska Purchasing Card (State designated, currently Master Card). If accepted by the vendor, the State reserves the right to pay for purchases with the State of Alaska Purchasing Card. If payment is made with a State of Alaska purchasing card, there will be no surcharge allowed in addition to the cost of the supplies and services provided by

the contractor. Charges to the Purchasing Card will be made based on the current price structure in place at the time of purchase.

PRICE ADJUSTMENTS: The original contract pricing structure shall remain firm through June 30, 2005. Annual adjustments in the contract pricing structure may be made if requested in writing by the Contractor at least 30 days prior to the renewal date. Price adjustments will be posted to this document once they are approved by the Contracting Officer.

AUTHORIZED STORAGE: Only those records listed on a properly executed and approved Records Transfer List (RTL) shall be accepted for storage. If an agency attempts to store records without a properly executed RTL, the contractor shall notify Records Management.

AUTHORIZED DISPOSAL AND DESTRUCTION: The state retains both confidential and non-confidential records. Regardless of record type, no records shall be disposed of or destroyed until a Records Disposition Authorization (RDA) has been completed and signed by the agency and Records Management.

LOADING DOCK RECORDS SEPARATION AREAS: One portion of the loading dock is clearly marked to identify it as the location for placing cartons that have been authorized for storage.

A separate section of the loading dock is clearly marked to identify it as the location for placing cartons that have been authorized for disposal or destruction.

The contractor must establish procedures that are acceptable to the State Archives and Records Management Service to ensure that records for storage and records for disposal or destruction are sorted and separated at the time of arrival at the record center.

FORMS: The center will accept the State Archives and Records Management Services forms for records transfers and disposal (Form 02-506, Records Transfer List; Form 02-507 Records Disposition Authorization) in lieu of any commercial records center forms. Clients shall not be required to complete any additional transfer or disposal forms. Record retrieval request forms may be developed by the contractor, but must include an area for the client to sign for the receipt of records.

REQUIRED REPORTS:

- **Annual Report:** An annual report of all records added, disposed of, accessed, re-filed or permanently transferred from the records center. This report will be submitted to Division of Archives and Records Management by the contractor no later than January 31 of each year.

- **Audit Trail Report:** The Audit Trail Report for boxes and files tracks the flow of records within the record center from receipt through disposal. This report is due within 30 days of a written request by Records Management. If an agency requires an Audit Trail Report, the agency must request the report from Records Management. An email, fax, memorandum, or letter shall constitute a written request.
- **Disposal Eligibility Report:** A semi-annual report of records eligible for disposal, by agency and disposition code (permanent transfer to state archives, or destruction). This report will be submitted to Records Management by January 31, and July 31 of each year.
- **Financial Report:** A report arranged by agency that indicates a total volume of each service provided to each agency over the previous twelve months. This report should also show the total amount expended by each agency for each service provided over the previous twelve-month period. This report should clearly reflect the deliverables as listed in the bid schedule. This report will be submitted to the DGS Contract Administrator and the Division of Archives and Records Management by January 31 of each year.
- **Holdings Report:** A Quarterly Holdings Report shall be created for each using department. The report shall show the total number of cartons in the records center as well as the number of cartons placed into the record center during the reporting period for each department. This report will be provided to each using department no later than 30 days after the end of each quarter.
- **Master Report:** A master index report listing the complete inventory by agency of all records stored at the record center. This report will be submitted to the Division of Archives and Records Management by January 31 of each year.

SERVICE DEFICIENCY: If a state agency has a complaint concerning the performance of the contractor, the agency must notify the Contracting Officer at the Division of General Services in writing. Notification may be made via a fax to 907-465-2189. The Contracting Officer will work with the contractor to resolve the matter.

CONTRACT DELIVERABLES

STORAGE SERVICES:

1. **Standard Hard Copy Storage:** Records that are stored in a standard size archive box. The standard archive box has external measurements of 15.5" x 12.5" x 10.5", a box with this dimension equals 1.18 cubic feet. Standard Archive Boxes must meet or exceed a 40-pound per square inch Edge Crush Test. Hard Copy Record Storage will be charged per box.
2. **Odd Size Hard Copy Storage:** Records that are stored in odd size containers that have external measurements that are less than or greater than 15.5" x 12.5" x 10.5". If there is no lid, the top of the carton must have a secure method of closure such as string fasteners or insertable tab closures to ensure stored items do not come out of the carton. All odd size cartons must be approved by the contractor to ensure that the carton meets the strength requirements of the record center. Invoicing for all odd size hard copy storage containers will be based on actual cubic foot measurements. The external box dimensions will be used to calculate actual cubic foot volume.
3. **Vault Storage:** Records requiring storage in a fire proof, temperature and humidity controlled vault will be invoiced based on actual cubic foot measurements. The external box dimensions of each container in the vault will be used to calculate the actual cubic foot volume.

PICK UP, DELIVERY, AND ENTRY SERVICES:

1. **Retrieval of a single carton** from the record center stack area or vault storage.
2. **Retrieval of a single file, tape, or disk** from a carton in the record center stack area or vault storage.
3. **Delivery of a single carton** from the record center to a state agency.
4. **Delivery of a single file, tape, or disk** from the record center to a state agency.
5. **Pick up a single carton** from a state agency and return to the record center.
6. **Pick up a single file, tape, or disk** from a state agency and return to the record center.
7. **Re-file a single carton** that has been returned to the record center.
8. **Re-file a single file, tape, or disk** that has been returned to the record center for storage in the stack area or vault.
9. **Minimum pickup/delivery charge** for the pickup or delivery of up to five cartons or ten files. This charge does not include the retrieval charge.

PICK UP, DELIVERY, AND ENTRY SERVICES, continued

10. **Initial data entry** for each item entered into the record storage system. This includes all data entry, bar-coding, original filing, and all other services required to place items into the record storage system.
 - A. **Initial data entry of a carton.**
 - B. **Initial data entry of a file.**
11. **Destruction of confidential and non-confidential** documents.
12. **Permanent removal of an item from the records storage system.** This includes all data entry, item verification, barcode scanning, and all other services required to permanently remove an item from the records storage system.
 - A. **Permanent removal of a carton** from the record storage system.
 - B. **Permanent removal of a file** from the record storage system.
13. **After hours surcharge.** This surcharge is in addition to the service request, but is the service provided after the normal business hours of 8:00 PM and 5:00 PM Monday through Friday. This surcharge also applies to weekends or holidays.
14. **Rush Service surcharge.** This surcharge guarantees ninety-minute delivery. If the product is not delivered within the ninety-minute time frame, the rush service surcharge, retrieval charge, and delivery charge shall be waived. In order to utilize this service, using agencies may not request more than ten cartons and or files at a single time.
 - A. **Retrieval for rush service.**
 - B. **Delivery for rush service.**
15. **Fax service** provided by the contractor's employees.
16. **Copying services** provided by the contractor's employees.
17. **Hourly rate** for services not provided under the above categories.

SALES:

1. **Standard Records Center Box:** This box must have external measurements of 15.5" x 12.5" x 10.5". The box must have a double reinforced bottom, double reinforced handle ends and a lid that extends 2-5/8" down from the top edge of the box. Standard Archive Boxes must meet or exceed a 40 pound per square inch "Edge Crush Test". The price of the cartons must be the same regardless of the quantity purchased.
2. **Odd Size Records Center Box:** This box must have external measurements that are either smaller or larger than the Standard Records Center Box. The box must have a double reinforced bottom, double reinforced handle ends and a lid that extends 2-5/8" down from the top edge of the box. If there is no lid, the top of the carton must have a secure method of closure such as string fasteners or insertable tab closures to ensure stored items do not come out of the carton. All odd-size cartons must be of a high quality construction that is acceptable to the contractor.

3. Odd Size Records Cartons that do not meet the construction standards of the contractor will not be accepted. The price of the cartons must be the same regardless of the quantity purchased.

The record storage portion of this contract is mandatory, sales and service are optional and may be purchased from other sources through normal procurement procedures. State employees may pick up records that are retrieved at the record center.

CONTRACT PRICING
[Return to terms and condition](#)

STORAGE

Item Number	Description	Contract Price	Unit
1	Standard Hard Copy Storage	\$.27	Per box
2	Odd Size Hard Copy Storage	\$.40	Per cubic foot
3	Vault Storage	\$10.00	Per cubic foot

SERVICES

Item Number	Description	Contract Price	Unit
1	Retrieval of single carton	\$1.60	Each
2	Retrieval of single file, tape, or disk	\$2.00	Each
3	Delivery of single carton	\$2.00	Each
4	Delivery of single file, tape, or disk	\$1.00	Each
5	Pick up of a single carton	\$2.00	Each
6	Pick up of single file, tape, or disk	\$1.00	Each
7	Re-file of a single carton	\$1.60	Each
8	Re-file of a single file, tape, or disk	\$2.00	Each
9	Minimum pickup/delivery charge	\$12.00	Each
10-A	Initial data entry of a carton	\$2.25	Each
10-B	Initial data entry of a file	\$.70	Each
11	Destruction of all confidential and non-confidential documents	\$.20	Per pound
12-A	Permanent removal of a carton	\$2.00	Each
12-B	Permanent removal of a file	\$.70	Each
13	After hours surcharge	\$50.00	Each
14-A	Rush service, retrieval	\$4.00	Each
14-B	Rush service, delivery	\$15.00	Each
15	Fax service	\$1.00	Per page
16	Copying services	\$.10	Per page
17	Hourly rate for services	\$36.00	Per hour

SALES

Item Number	Description	Contract Price	Unit
1	Standard Record Center Box	\$2.25	Per box
2	Odd Size Record Center Box	\$2.50	Per box