

<p><b>Records Storage &amp; Retrieval</b></p> <p>Solicitation Number: 5400015696</p> <p>Maximum Contract Period:</p> <p>12/18/2018 - 12/17/2023</p> <p><b>Contract Terms and Conditions</b></p> <p>Page Last Updated: 12/21/2020</p>	<p><b>ITMO Procurement Manager:</b></p> <p>Will Butler  (803) 737-9854  <a href="mailto:wbutler@mmo.sc.gov">wbutler@mmo.sc.gov</a></p> <p><b>Special Instructions for Using This Contract:</b>  Carefully review any service agreements prior to signing</p>
<p><b>Stevens &amp; Stevens Business Records</b></p> <p>Contract # 4400020188  Vendor # 7000259787</p> <p>Robert Copenhaver  1200 Woodruff Rd  Suite B-11  Greenville, SC 29607  Phone: (864) 392-0900  Alternate Phone: (864) 230-7716  Fax: (864) 331-8499  Email: <a href="mailto:rcopenhaver@ssbrm.com">rcopenhaver@ssbrm.com</a></p>	
<p><b>Vital Records Control</b></p> <p>Contract # 4400020187  Vendor # 7000257430</p> <p>Trey Hoey  1 Millen St.  Cayce, SC 29033  Phone: (803) 724-3408  Email: <a href="mailto:thoey@vrcofsc.com">thoey@vrcofsc.com</a></p>	

See next two pages for contract pricing. **Yellow highlighting** indicates the lowest price for that line item across both contracts.

**Contract Pricing for Stevens & Stevens Business Records (4400020188):**

<b>Item</b>	<b>Lot 2 - Description</b>	<b>Unit Price</b>
00001	Hardcopy storage 0 – 5,000	\$ 0.125
00002	Hardcopy storage 5,001 – 10,000	\$ 0.125
00003	Hardcopy storage 10,001 – 25,000	\$ 0.125
00004	Hardcopy storage 25,001 – 50,000	\$ 0.125
00005	Hardcopy storage 50,001 – 100,000	\$ 0.125
00006	Hardcopy storage 100,001 +	\$ 0.125
00007	Hardcopy retrieval box	\$ 1.25
00008	Hardcopy retrieval document	\$ 3.05
00009	Hardcopy retrieval rush per box	\$ 2.50
00010	Hardcopy retrieval rush per document	\$ 3.05
00011	Hardcopy retrieval emergency services	\$ 2.50
00012	Hardcopy re-file fee per box	\$ 1.25
00013	Hardcopy re-file fee per document	\$ 3.05
00014	Hardcopy permanent removal fee	\$ 2.00
00015	Hardcopy Contractor / in-house destruction shredding	\$ 1.50
00016	Hardcopy pick-up / delivery service area normal	\$ 15.00
00017	Hardcopy pick-up / delivery outside area normal	\$ 55.00
00018	Hardcopy pick-up / delivery service area rush	\$ 30.00
00019	Hardcopy pick-up / delivery outside area rush	\$ 70.00
00020	Hardcopy pick-up / delivery service area emergency	\$ 75.00
00021	Hardcopy pick-up / delivery outside area emergency	\$ 115.00
00022	Magnetic media vault storage per carton	\$ 1.50
00023	Magnetic media vault storage per reel	\$ 0.41
00024	Magnetic media vault storage per cubic foot	\$ 1.50
00025	Magnetic media retrieval reel	\$ 1.15
00026	Magnetic media retrieval cartridge	\$ 1.15
00027	Magnetic media retrieval cubic foot	\$ 1.25
00028	Magnetic media retrieval emergency reel	\$ 2.30
00029	Magnetic media retrieval emergency carton	\$ 2.50
00030	Magnetic media retrieval emergency cubic foot	\$ 2.50
00031	Magnetic media permanent removal charge	\$ 1.45
00032	Magnetic media pick-up / delivery service area normal	\$ 15.00
00033	Magnetic media pick-up / delivery outside area normal	\$ 55.00
00034	Magnetic media pick-up / delivery service area emergency	\$ 75.00
00035	Magnetic media pick-up / delivery outside area emergency	\$ 115.00
00036	Storage data input two (2) keyword indexing	\$ 0.35
00037	Storage data input three (3) keyword indexing	\$ 0.40
00038	Storage data input four (4) keyword indexing	\$ 0.45
00039	Storage data input five (5) keyword indexing	\$ 0.50
00040	Facsimile transmission first (1st) page – Contractor location	\$ 0.25
00041	Facsimile transmission each add'l page – Contractor location	\$ 0.10
00042	Email transmission first (1st) page – Contractor location	\$ 0.25
00043	Email transmission each add'l page – Contractor location	\$ 0.10
00044	Shipping regular mail – per package – Contractor location	\$ 12.50
00045	Shipping overnight – per package – Contractor location	\$ 12.50

**Contract Pricing for Vital Records Control (4400020187):**

<b>Item</b>	<b>Lot 2 - Description</b>	<b>Unit Price</b>
00001	Hardcopy storage 0 – 5,000	\$ 0.18
00002	Hardcopy storage 5,001 – 10,000	\$ 0.18
00003	Hardcopy storage 10,001 – 25,000	\$ 0.18
00004	Hardcopy storage 25,001 – 50,000	\$ 0.18
00005	Hardcopy storage 50,001 – 100,000	\$ 0.18
00006	Hardcopy storage 100,001 +	\$ 0.16
00007	Hardcopy retrieval box	\$ 1.75
00008	Hardcopy retrieval document	\$ 1.75
00009	Hardcopy retrieval rush per box	\$ 1.75
00010	Hardcopy retrieval rush per document	\$ 1.75
00011	Hardcopy retrieval emergency services	\$ 1.75
00012	Hardcopy re-file fee per box	\$ 1.75
00013	Hardcopy re-file fee per document	\$ 1.75
00014	Hardcopy permanent removal fee	\$ 1.50
00015	Hardcopy Contractor / in-house destruction shredding	\$ 2.50
00016	Hardcopy pick-up / delivery service area normal	\$ 15.00
00017	Hardcopy pick-up / delivery outside area normal	\$ 25.00
00018	Hardcopy pick-up / delivery service area rush	\$ 25.00
00019	Hardcopy pick-up / delivery outside area rush	\$ 50.00
00020	Hardcopy pick-up / delivery service area emergency	\$ 25.00
00021	Hardcopy pick-up / delivery outside area emergency	\$ 50.00
00022	Magnetic media vault storage per carton	\$ 2.50
00023	Magnetic media vault storage per reel	\$ 0.45
00024	Magnetic media vault storage per cubic foot	\$ 2.50
00025	Magnetic media retrieval reel	\$ 0.90
00026	Magnetic media retrieval cartridge	\$ 0.90
00027	Magnetic media retrieval cubic foot	\$ 0.90
00028	Magnetic media retrieval emergency reel	\$ 2.20
00029	Magnetic media retrieval emergency carton	\$ 2.20
00030	Magnetic media retrieval emergency cubic foot	\$ 2.20
00031	Magnetic media permanent removal charge	\$ 0.38
00032	Magnetic media pick-up / delivery service area normal	\$ 15.00
00033	Magnetic media pick-up / delivery outside area normal	\$ 15.00
00034	Magnetic media pick-up / delivery service area emergency	\$ 25.00
00035	Magnetic media pick-up / delivery outside area emergency	\$ 50.00
00036	Storage data input two (2) keyword indexing	\$ 0.00
00037	Storage data input three (3) keyword indexing	\$ 0.28
00038	Storage data input four (4) keyword indexing	\$ 0.32
00039	Storage data input five (5) keyword indexing	\$ 0.35
00040	Facsimile transmission first (1 <sup>st</sup> ) page – Contractor location	\$ 0.10
00041	Facsimile transmission each add'l page – Contractor location	\$ 0.10
00042	Email transmission first (1 <sup>st</sup> ) page – Contractor location	\$ 0.10
00043	Email transmission each add'l page – Contractor location	\$ 0.10
00044	Shipping regular mail – per package – Contractor location	\$ 1.65
00045	Shipping overnight – per package – Contractor location	\$ 1.65