

City and County of San Francisco  
 Office of Contract Administration  
 Purchasing Department  
 City Hall, Room 430  
 1 Dr. Carlton B. Goodlett Place  
 San Francisco, CA 94102-4685



## Contract Modification 3

### Records Storage and Related Services

GRM Information Management Services  
 Attention: Maurice Ebanks  
 41099 Boyce Road  
 Fremont, CA 94538

Date: 6/6/2016  
 Buyer Name: David Bui  
 Term Contract: 93303  
 City Blanket Number: BPSF00003702  
 Type: Indefinite quantity  
 Not-to-exceed amount: \$6,000,000

The history of this contract and its modifications is as follows:

Modification	Start date	End date	Amount	Other changes
Original contract	07-01-10	06-30-15	\$ 2,000,000	
1	07-16-12	No change	\$ 5,000,000	Increases NTE amount Updates price list
2	07-01-15	06-30-16	\$ 6,000,000	Updates Contract conditions Extends Contract Increases NTE amount
3	07-01-16	06-30-17	No Change	Updates Contract conditions Extends Contract, updates Pricing List, Add Shredding Services

This modification 3 changes the contract as follows:

- It extends the contract from July 1, 2016 to June 30, 2017.
- It updates the Appendix B: Pricing Sheet/Schedule of Charges per the allowed CPI Increase (Special Conditions Section 73).
- It adds shredding services for bins placed on-site at City departments (see attached rates).

All other terms and conditions remain the same.

Approved by the City:

*Jaci Fong*  
 Jaci Fong, Director of OCA and Purchaser

*6/6/16*  
 Date

Approved by Contractor:

*Maurice Ebanks*  
 Signature

*6-6-16*  
 Date

Name and title

*MAURICE EBANKS GENERAL MANAGER*

Please sign and return one original. The second original is for your records.



**Pricing Sheet**  
**City and County of San Francisco**  
**Records Storage and Related Services**  
 For the Term July 01, 2016 through June 30, 2017

<b>Monthly Minimum Storage per Account:</b>		<b>\$55.00</b>	
<b>Storage</b>	<b>Measurement in cubic ft.</b>	<b>Rate</b>	<b>Unit</b>
Archive Box	1.2	\$0.150	Per Box
Legal Box	3.6	\$0.125	Per Cubic Foot
Letter Box	2.4	\$0.125	Per Cubic Foot
X- Ray/ Ledger Box	1.2	\$0.125	Per Cubic Foot
<b>Services</b>		<b>Rate</b>	<b>Unit</b>
Add Standard Carton		\$1.0890	Per Box
Retrieve Standard Carton Next Day		\$2.2800	Per Box
Rush Reference Retrieval Charges		\$19.922	Per Box
Same Day Retrieval Charges		\$2.2800	Per Box
Refile Standard Carton		\$1.8480	Per Box
Index and Receive New File		\$1.0580	Item
Retrieve File		\$2.2800	Item
Refile File		\$1.8480	Item
Unsuccessful File Search		\$2.2800	Item
Standard Shredding (does not include retrieval)		\$2.6490	Per Box
Standard Recycling (does not include retrieval)		\$1.0890	Per Box
Late Reference: Requests made after 4:30p.m.		\$5.1350	Per Occurrence
<b>Transportation</b>		<b>Rate</b>	<b>Unit</b>
<b>Next Day Regular Service- Receive by 4:30pm Next Day</b>		\$10.351	Per Trip
Transport Fee		\$1.848	Per Box
<b>Same Day Service -4 Hour Priority, receive within 4 hours</b>		\$10.351	Per Trip
Transport Fee		\$1.848	Per Cubic Foot
<b>Rush Service- 2 Hour Rush Order, receive within 4 hours</b>		\$10.351	Per Trip
Transport Fee		\$1.848	Per Cubic Foot
<b>Emergency Service- Order after 3pm, or on Weekends or Holidays, Receive within 3 hours</b>		\$10.351	Per Trip
Transport Fee		\$1.848	Per Cubic Foot
<b>Materials</b>		<b>Rate</b>	<b>Unit</b>
GRM 1-Archive Carton (tough archive carton)	1.2	\$2.824	Each
GRM 3-Legal Box	3.6	\$4.108	Each
GRM 4-Letter Box	2.4	\$3.594	Each
GRM 8-Archive Carton (E-Z Lock Push Down)	1.2	\$2.013	Each
<b>Other Services</b>		<b>Rate</b>	<b>Unit</b>
Records Center Hourly Services		\$32.142	Hourly
Off-Hour opening-3 hour minimum		\$32.142	Hourly
Access Fee for Online Services		\$42.308	Monthly

Facsimile - Outgoing from records center, \$5.00 minimum (first 10 pages)	\$1.027	Per Page
Filefolder Tracking	\$0.010	Each
Photocopies	\$0.513	Per Page
Client Access Room Charge ( to be quoted upon request)		Quote
Data Entry	\$0.77	Per Change
Account Maintenance	\$0.00	Monthly

Standard GRM Hours: 8:30am to 5:00pm; Monday Through Friday excluding New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day. During non-standard hours service is available Monday through Sunday, at the rate of time and a half the hourly rate. There is a 3-hour minimum charge. Any service not listed will be quoted upon request. Storage charges are based on a 30-day billing period and are adjusted to reflect the actual number of days in a month.

## Shredding Schedule of Charges



### City and County of San Francisco Shredding Services

Shredding Services	Rate	Unit
Executive Console Bin	\$6.000	Each
64 Gallon Bin	\$10.000	Each
96 Gallon Bin	\$15.000	Each
174 Gallon Bin	\$30.00	Each

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