

Re: New Storage Facility CitiStorage Contract C370260

Effective immediately, Downstate Medical Center has contracted with CitiStorage to provide all off site storage needs. . The term of this agreement is May 1 2006 through April 30, 2011 with the option to renew for three additional one year periods.

CitiStorage should be used for our entire off site document storage.

CitiStorage

5 North 11th Street /
Brooklyn, NY 11211
718-782-1100

- New Accounts must be setup by Central Stores prior to services being rendered by Citistorage. An account code must be assigned by Citstorage before any services can be rendered.
- All departments utilizing services rendered will be recharged.

***Boxes will not be picked-up unless they have a destruction date listed on the box.**

Listed below find all cost associated with this agreement.

Storage Fees

X-Ray Boxes	\$.18
Temperature Controlled Storage (per Cubic ft)	\$ 2.00
File Tracking (if requested)	\$.02
Minimum Monthly Billing	\$45.00

Deliveries

Requests for delivery of files or boxes can be made by phone, fax or via internet on-line service. Our knowledgeable staff will retrieve your box or file from a computer generated three part work order showing all pertinent information. All deliveries are made by company employees with a copy of the work order, displaying everything related to said delivery, with space for signature of SUNY Downstate Medical Center representative. All delivery or pickup rates are based on locations within Manhattan and Brooklyn.

Standard Delivery

Containers/Files requested between 12:00 midnight and 6:00 PM will be delivered by 5:00 PM the same business day. Containers/Files requested between 6:00 PM and 12:00 midnight will be delivered by 3:00 PM the next business day.

Priority Delivery

Containers/Files requested between 12:00 midnight and 1:00 PM will be delivered by 5:00 PM the same business day. Containers/Files requested between 1:00 PM and 12:00 midnight will be delivered by 10:00 AM the next business day.

Rush Delivery

Information requested between 8:00 AM and 6:00 PM will be delivered within 3 hours on business days.

Delivery Charges: Same as Standard Delivery plus a \$25.00 surcharge per order

Pickups

Requests for pickup of files or boxes can be made by phone, fax or via internet on-line service. All pickups will be made by company employees using appropriate equipment needed and accompanied by three part work order. Pickups are made using a hand held scanner connected to a hand help printer so that the driver can provide SUNY Downstate Medical Center a computerized receipt showing box numbers picked up. All pickups are made the next day.

Container, File Activity

Containers Added	\$2.00
Files Added	\$1.75
Rush, Evening, Weekend and Holiday Surcharge (per box/file)	\$3.00
Containers Refiled	\$2.00
Files Refiled	\$3.00

Destruction

Destruction dates are optional for all files/boxes. Nothing is destroyed without written confirmation to do so regardless of dates in the system. All items to be destroyed are carted to local recycling center and certificate of destruction is available.

X-Ray Box	\$5.00
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Shredding

In response to HIPPA regulations, CitiStorage will implement an offsite shredding program. Security cabinets are strategically place throughout SUNY Downstate Medical Center to protect our PHI (patient health information)

24" Security Cabinet (per pickup)	\$20.00
22" Gallon Security Container (per pickup)	\$22.00
36" Security Cabinet (per pickup)	\$24.00
68" Gallon Security Container (per pickup)	\$31.00

Data Entry

Per line	\$.55
Modifying or removal of data	\$1.85

Reports

Standard computer reports	\$25.00
Standard computer reports include:	

All Containers/Files on the system
Containers /Files Added
Containers/Files Requested
Container/File Activity

All reports above offer a wide variety of optional information that can be either included or excluded based on your request.

Other Services:

Fax Service (per page)	\$.50
Scanning on demand (per page)	\$.25
Indexing/Purging (per file)	\$.55
Photocopy Services (per page)	\$.25
X-Ray Duplication (per film)	\$ 6.50
Labor (per hour)	\$24.85

Supplies:

X-Ray Boxes	\$ 1.75
Barcode labels	\$.10
Materials Delivery	\$21.94

Attached you will also find a users guide that will help you to maximize the services offered under this agreement.

If you have any questions or concerns please contract Linda Hill at ext 1453 or via email Linda.Hill@downstate.edu