

CitiStorage Contract Rate/Service Summary as of Feb 2010**Contract # C370260** (expires 4/30/2011)

Questions? DMC Contract Officer:

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Box 63.

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<u>Storage (per month)</u>	<u>Current Rate</u>	<u>Deliveries</u>	<u>Current Rate</u>
Archive Box	\$.18	Archive Box	\$2.05
Letter Box	\$.50	Letter Box	\$2.05
Legal Box	\$.54	Legal Box	\$2.05
Per File	\$.05	Per File	\$2.05
<u>Retrieval</u>	<u>Current Rate</u>	<u>Boxes (each)</u>	<u>Current Rate</u>
Archive Box	\$2.05	Archive Box 1.2 cubic feet	\$2.30
Letter Box	\$2.05	Letter Box 2.6 cubic feet	\$5.63
Legal Box	\$2.05	Legal Box 2.88 cubic feet	\$5.89
Per File	\$3.08		
<u>Online Retrieval</u>	No Charge	All containers/Files on system	
		Containers/Files added	
		Containers/Files requested	
		Container/File activity	
<u>Destruction</u>	<u>Current Rate</u>	All reports above offer a wide variety of optional information that can be either included or excluded based on your request.	
Archive Box	\$5.13		
Letter Box	\$5.13		
Legal Box	\$5.13		
Per File	\$3.08		
<u>Pickups</u>	<u>Current Rate</u>	<u>Other Services:</u>	<u>Current Rate</u>
Archive Box	\$2.05	Fax Service (per page)	\$.51
Letter Box	\$2.05	Scanning on demand (per page)	\$.26
Legal Box	\$2.05	Indexing/Purging (per page)	\$.56
Per File	\$2.05	Photocopy Services (per page)	\$.26
		X-Ray Duplication (per film)	\$6.66
		Labor (per hour)	\$25.47
		<u>Supplies:</u>	<u>Current Rate</u>
		Barcode labels	\$.10

File Pick Up and Delivery Parameters**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 6:00PM will be delivered by 5:00PM the same business day. Containers/Files requested between 6:00PM 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 1:00PM will be delivered by 5:00PM the same business day. Containers/Files requested between 1:00PM and 12:00 midnight will be delivered by 10:00 AM the next business day.

Rush Delivery

Information requested between 8:00AM and 6:00PM 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 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**Current Rate**

Containers added	\$2.05
Files added	\$1.79
Rush, Evening, Weekend and Holiday Surcharge (per box/file)	\$3.08
Containers Refiled	\$2.05
Files Refiled	\$3.08

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.

Current Rate**Archive Box**

\$5.13

Data Entry

Per line	\$.56
Modifying or removal of data	\$1.90

Reports

Standard computer reports	\$25.63
Standard computer reports include:	