

**City of Irving, Texas**  
**Response Summary**  
**Offsite Records Storage**  
**ITB Number: 166E-09**



**ITB Closing Date: May 19, 2009**  
**Purchasing Agent: Ed Matthews, Purchasing Manager, 972-7213757**

<b>Recommended for Award</b>		
<b>Vendors</b>		<b>Texas Moving Co., Inc. dba Texas Archives</b>
<b>Item</b>	<b>Description</b>	
A	Monthly storage cost per box	\$2.50 per cu ft per month
B	Routine delivery charge	\$20.00 plus .075 per item
C	Routine re-file per bx/container	\$1.50 per item
D	Next half day delivery charge	\$20.00 plus .75 per item
E	Rush delivery charge	\$35.00 plus .75 per item
F	Time for rush delivery	2 hours + \$45.00 + 0.75 per item
G	Retrieval per bx/ctn from your location	\$1.50 per box/container
H	Cost to permanently withdraw	\$3.95 per box/container
	<b>Initial Costs</b>	
I	Pick up from COI	No charge
J	Initial indexing	\$1.80 per box/container
K	Initial shelving	Included in J above
L	Other initial charges	none
M	Total initial cost	Dependent on total cubic feet stored
N	Cost to accession future bx/ctn	\$1.50 per box/container
O	Pick up from COI	\$20.00 + .75 per item
P	Indexing of box/container	\$1.80 per box/container
R	Other Charges	None
S	Total cost/future accessions	Based on actual accessions
T	Addl. Cost/services not listed	See attached schedule fees for the City of Irving
<b>Discount</b>		2%/n30