

OFF-SITE DATA STORAGE SERVICES  
RFP: ITSO-2017-04-RBB

Attachment 7  
Cost Matrix

Type of Service (a)	Unit Size or Service Performed	Cost per Unit or Service Performed – Routine Services	Cost per Unit or Service Performed – Emergency Services
<b>Offsite Storage</b>	<b>*Per Unit or Per Case</b>		
Secured Vault Storage	Monthly Storage Fee		
High Density Tapes	Per Tape Cost or Per Case		
DLT Cartridges	Per Tape Cost or Per Case		
SDLT Cartridges	Per Tape Cost or Per Case		
LTO Cartridges	Per Tape Cost or Per Case		
Other High Density Tapes	Per Tape Cost or Per Case		
CD / DVD	Per Tape Cost or Per Case		
Other Media types	Per Tape Cost or Per Case		
Paper/Binder Documents	Per Unit/Case Cost		
<b>Storage Case rental Fee</b>	<b>*Dimensions required</b>		
Small Secured Case	Per Unit Cost		
Medium Secured Case	Per Unit Cost		
Large Secured Case	Per Unit Cost		
Other/Specialized Cases	Per Unit Cost		
<b>Pickup &amp; Delivery Services</b>	<b>*Description of Service</b>		
Minimum P/U and Delivery	Weekly P/U & Delivery Cost		
Unscheduled Delivery	*2-3 business day notice		
Emergency Delivery	*2-4 hour delivery		
After hours/Weekend Delivery	*Per Case or Per Delivery		
Transport Charges	*Per Case or Per Delivery		
<b>Storage / Vault Services</b>			
Labor Charges After-hours	*any minimum service charge		
Onsite Access Fee			
<b>Destruction Services</b>	<b>*Per cartridge or unit</b>		
Account Maintenance Fee			
Other Special Services			
Refill Cases			
Online/Web report or query Fees			