

## **Contract Highlights Access Off-site Record Storage (Contract #6859)**

New contract with Access has been negotiated. The new contract starts July1, 2013 and is a 3 year contract (with the option to extend for 2 additional one-year periods) for off-site record storage and related services. This is not an exclusive (or mandatory use) contract. Agencies may contract with GSA Business Support and as well as Iron Mountain.

**New Rates as of August 1, 2013.**

**New payment terms - 1% discount if paid within 30 days.**

**Vendor suggested additional ways the County can save money:**

### **BUNDLED SERVICE ORDERS**

Access recommends promoting bundled service requests to all delivery locations. To reduce transportation and surcharge fees Access is suggesting that each agency/location/clinic review the necessity of each delivery. Instead of clinics requesting multiple delivery and pickup orders each day consider to streamline their delivery and pickup of inventory by bundling the service requests to several service days each week. Access can work with each department to come up with a solution that works best for them. By bundling service requests, utilizing the web and Scan on Demand services will have a significant impact on the Counties overall spending.

### **NO CHARGE FOR TRANSPORTATION OF ANY NEW BOX SENT TO STORAGE**

For the first 6 months of the newly executed contract Access will waive the transportation fee listed on the Schedule A.

### **SCAN ON DEMAND SERVICE**

New services offered in lieu of physical delivery of records. Records are provided electronically. This saves in transportation costs, while green friendly. Setup fee reduced from \$10.00 to \$7.50 and the per image scan fee to \$.04

### **FREE PICK UP OF RECORDS TO ACCESS AND RECORDS MOVED INTERNALLY AT A DISCOUNT**

Access is willing to provide our special projects team to pull, pack, and relocate records from County locations to Access at no charge. In addition, Access is willing to assist you on any internal moves of records to help safeguard the integrity of your filing systems at a discounted rate (per project).

### **RETENTION SURVEY ASSESSMENT**

Access is committed to provide onsite evaluations of each department's/clinic's storage practices on-site, as well as off-site to determine the best workflow solutions to maximize our services and reduce overall spending.

**Please report any pricing or vendor performance issues to Procurement Services.**