

STATE OF SOUTH CAROLINA  
B&CB, DIVISION OF PROCUREMENT SERVICES, ITMO  
1201 MAIN STREET, SUITE 600  
COLUMBIA SC 29201

**Intent to Award**  
Posting Date: July 03, 2013

**Solicitation: 5400005364**  
**Description: Records Management Services/Destruction**  
**Agency: Statewide Term Contract**

The State intends to award contract(s) noted below. Unless otherwise suspended or canceled, this document becomes the final Statement of Award effective **08:00:00 A.M. EST, July 15, 2013**. Unless otherwise provided in the solicitation, the final statement of award serves as acceptance of your offer.

Contractor should not perform work on or incur any costs associated with the contract prior to the effective date of the contract. Contractor should not perform any work prior to the receipt of a purchase order from the using governmental unit. The State assumes no liability for any expenses incurred prior to the effective date of the contractor and issuance of a purchase order.

Any actual bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or award of a contract shall protest within ten days of the date notification of award is posted in accordance with this code. A protest shall be in writing, shall set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided, and must be received by the appropriate Chief Procurement Officer within the time provided. [Section 11-35-4210]

**PROTEST – CPO ADDRESS – ITMO:** Any protest must be addressed to the Chief Procurement Officer, Information Technology Management Office, and submitted in writing

- (a) By email to [protest-itmo@itmo.sc.gov](mailto:protest-itmo@itmo.sc.gov),
- (b) By facsimile at 803-737-0102, or
- (c) By post or delivery to 1201 Main Street, Suite 600, Columbia, SC 29201.

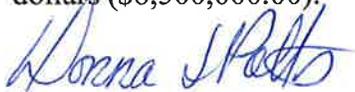
**Contract Number:** 4400006914 – LOT #2 – RECORDS STORAGE / RETRIEVAL  
**Awarded To:** CAROLINA RECORDS & INFORMATION  
MANAGEMENT  
1 MILLEN ST  
CAYCE SC 29033

**Total Potential Value:** \$ 185,000.00  
**Maximum Contract Period:** July 15, 2013 through June 17, 2018

<b>Item</b>	<b>Description</b>	<b>Unit Price</b>	<b>Total</b>
00030	Hardcopy storage 0 - 5,000	\$ 0.15	\$ 0.15
00031	Hardcopy storage 5,001 - 10,000	\$ 0.15	\$ 0.15
00032	Hardcopy storage 10,001 - 25,000	\$ 0.15	\$ 0.15
00033	Hardcopy storage 25,001 - 50,000	\$ 0.15	\$ 0.15
00034	Hardcopy storage 50,001 - 100,000	\$ 0.15	\$ 0.15
00035	Hardcopy storage 100,001 and greater	\$ 0.15	\$ 0.15
00036	Hardcopy retrieval box	\$ 0.90	\$ 0.90

00037	Hardcopy retrieval file	\$ 1.50	\$ 1.50
00038	Hardcopy retrieval document	\$ 1.50	\$ 1.50
00039	Hardcopy retrieval rush per box	\$ 2.20	\$ 2.20
00040	Hardcopy retrieval rush per file	\$ 3.20	\$ 3.20
00041	Hardcopy retrieval rush per document	\$ 3.20	\$ 3.20
00042	Hardcopy retrieval emergency services	\$ 3.20	\$ 3.20
00043	Hardcopy re-file fee per box	\$ 0.90	\$ 0.90
00044	Hardcopy re-file fee per file	\$ 1.50	\$ 1.50
00045	Hardcopy re-file fee per document	\$ 1.50	\$ 1.50
00046	Hardcopy permanent removal fee	\$ 1.00	\$ 1.00
00047	Hardcopy Contractor / in-house	\$ 1.50	\$ 1.50
00048	Hardcopy pick-up / delivery	\$ 12.50	\$ 12.50
00049	Hardcopy pick-up / delivery	\$ 25.00	\$ 25.00
00050	Hardcopy pick-up / delivery service	\$ 25.00	\$ 25.00
00051	Hardcopy pick-up / delivery outside rush	\$ 50.00	\$ 50.00
00052	Hardcopy pick-up delivery service area	\$ 40.00	\$ 40.00
00053	Hardcopy pick-up / delivery outside	\$ 50.00	\$ 50.00
00054	Magnetic media vault storage per carton	\$ 2.50	\$ 2.50
00055	Magnetic media vault storage per reel	\$ 0.45	\$ 0.45
00056	Magnetic media vault storage per cubic	\$ 2.50	\$ 2.50
00057	Magnetic media retrieval reel	\$ 0.90	\$ 0.90
00058	Magnetic media retrieval cartridge	\$ 0.90	\$ 0.90
00059	Magnetic media retrieval cubic foot	\$ 0.90	\$ 0.90
00060	Magnetic media retrieval emergency reel	\$ 2.20	\$ 2.20
00061	Magnetic media retrieval emergency	\$ 2.20	\$ 2.20
00062	Magnetic media retrieval emergency	\$ 2.20	\$ 2.20
00063	Magnetic media permanent removal charges	\$ 0.38	\$ 0.38
00064	Magnetic media pick-up / delivery normal	\$ 12.50	\$ 12.50
00065	Magnetic media pick-up / delivery	\$ 25.00	\$ 25.00
00066	Magnetic media pick-up / delivery	\$ 40.00	\$ 40.00
00067	Magnetic media pick-up / delivery	\$ 50.00	\$ 50.00
00068	Storage data input two 2 key words	No charge	No charge
00069	Storage data input three 3 key words	\$ 0.28	\$ 0.28
00070	Storage data input four 4 key words	\$ 0.32	\$ 0.32
00071	Storage data input five 5 key words	\$ 0.35	\$ 0.35
00072	Facsimile transmission first 1st page	\$ 0.10	\$ 0.10
00073	Facsimile transmission each add page	\$ 0.10	\$ 0.10
00074	Email transmission first 1st page	\$ 0.10	\$ 0.10
00075	Email transmission each add page	\$ 0.10	\$ 0.10
00076	Shipping regular mail per package	\$ 1.65	\$ 1.65
00077	Shipping overnight per package	\$ 1.65	\$ 1.65

Note: Cost for unit pricing is based on a quantity of one (1) unit each. The total potential value of all contracts are estimated amounts and may be adjusted as needed, but will not exceed the total projected value of all combined contracts for this procurement, projected at eight million, five hundred thousand dollars (\$8,500,000.00).



**Procurement Officer**  
DONNA J. POTTS, CPPB



# State of South Carolina

Change Order #1

**Contract Number:** 4400006914  
**Procurement Officer:** Donna J. Potts, CPPB  
**Phone:** 803-896-6389  
**E-Mail Address:** dpotts@mmo.sc.gov  
**Address:** 1201 Main Street, Suite 600  
 Columbia, SC 29201

**DESCRIPTION:** Records Management Services/Destruction  
 Lot #2 – Records Storage / Retrieval

**USING GOVERNMENTAL UNIT:** Statewide Term Contract

**CONTRACTOR'S NAME AND ADDRESS:** Carolina Records & Information Management  
 1 Millen Street  
 Cayce, SC 29033

**TYPE OF CHANGE:**

- Change to Contract Scope of Work
- Change to Contract Pricing Pursuant to Existing Contract Clause.  
 Clause Name: Price Adjustments. Clause No. \_\_\_\_\_
- Administrative Change to Contract (such as changes in paying office, name of Agency Contract Administrator, etc.)
- Other Change

**IMPORTANT NOTICE:**

- Change Order: Contractor is required to sign this document and return 2 copies to the procurement officer named above by the following date: August 12, 2013.
  - Contract Modification: Contractor is required to acknowledge receipt of this document in writing by the following date: \_\_\_\_\_.
- Contractor does not indicate agreement with change simply by acknowledging receipt.

**DESCRIPTION OF CHANGE / MODIFICATION:** To delete and revise services as stated for the following:

I. Services:

- Storage data input two (2) key words – No charge
- Storage data input three (3) key words – at a cost of twenty-eight cents (\$ 0.28)
- Storage data input four (4) key words – at a cost of thirty-two cents (\$ 0.32)
- Storage data input five (5) key words – at a cost of thirty-five cents (\$ 0.35)

these services are being deleted and replace with:

New carton set-up to include – adding/receiving/handling new box for data entry and file onto shelf – at a cost of fifty cents \$ 0.50 per cubic foot.

This change will NOT increase the potential value of the above referenced contract as the quantities noted on the contract are estimated.

Except as provided herein, all terms and conditions of the Contract referenced above remain unchanged and in full force and effect.

**CONTRACTOR'S CERTIFICATE OF CURRENT COST OR PRICING DATA:** The Contractor certifies that, to the best of its knowledge and belief, the cost or pricing data (as defined by 48 C.F.R. 2.101) submitted, either actually or by specific identification in writing, by the Contractor to the Procurement Officer in support of this change order are accurate, complete, and current as of the date this change order is signed. [Procurement Officer must initial here DP if Certificate inapplicable to this Change Order]

(See "Pricing Data – Audit – Inspection" provision.) (Reference § 11-35-1830 & R. 19-445.2120)

SIGNATURE OF PERSON AUTHORIZED TO EXECUTE THIS CHANGE ORDER ON BEHALF OF CONTRACTOR:

By: T. Hoey  
 (authorized signature)

Trey Hoey  
 (printed name of person signing above)

Its: Act. Manager  
 (title of person signing above)

Date: 8/2/13

SIGNATURE OF PERSON AUTHORIZED TO EXECUTE / ISSUE THIS CHANGE ORDER / CONTRACT MODIFICATION ON BEHALF OF USING GOVERNMENTAL ENTITY:

By: Donna J Potts  
 (authorized signature)

Donna J Potts  
 (printed name of person signing above)

Its: Procurement Manager  
 (title of person signing above)

Date: August 2, 2013