

**ATTACHMENT 5
COST SUBMISSION MATRIX**

Schedule 1: Summary		
Summary of Total Storage, Administration, Professional Services, Maintenance and Other Costs		
One Time Costs	Proposed Cost in RFP	Explanation/Notes (if necessary)**
Year One*		
Initial Fee		
Transition Services	\$ -	Includes cost for initial provision of secure storage bins (if any) and account setup fees.
	\$ -	
	\$ -	
	\$ -	
Services (Schedules 2, 3 and 4)(*)(**):	\$ -	
Standard document/media destruction costs (Schedule 2)		Based on initial estimate of 20 64-gallon bins at Los Angeles site and 5 64-gallon bins at Ventura site.
Bulk Document/media Destruction and Recycling Services (Schedule 3)	\$ -	
Other Costs (Schedule 4)	\$ -	
Total First Year Costs		Includes One-time Setup Costs
<i>Total Cost Second Year</i>		
<i>Total Cost Third Year</i>		
<i>Total Cost Fourth Year</i>		
<i>Total Cost Fifth Year</i>		
Total Contract Cost	\$ -	
<i>*Please identify the time at which Account Setup fees occur.</i>		
<i>**Attach additional notes (if needed) to provide full explanation.</i>		
Assumptions/Additional Comments		
<p>This proposal is based on Initial provision 20 64 gallon secure bins at the Los Angeles Court and 1-5 64 gallon secure bins at the Ventura Court and monthly destruction and recycling of documents/media at both locations .</p> <p>List all other assumptions and use additional space if necessary.</p>		

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Schedule 2: RECORD DESTRUCTION AND RECYCLING				
RECORD CENTER: Standard Storage and Services				
Storage Bins	TYPE	Measurement	Rate	Explanation/Notes (if necessary)**
Minimum Monthly Storage Bin Charge				
Initial Setup Charge				
Administrative Fee				
Bin Charge				
Document Destruction/Recycling Services				
Per Bin Paper Destruction Cost				Responder should add any other services available and costs.
Per Bin Media Destruction Cost				
Bulk Paper Destruction Cost				
Bulk Media Destruction Cost				
Transportation				
Regular Pick-up/Delivery				
Rush Pick-up				
After Hours Pick-up/Delivery				
Fuel Surcharge				
Transition Services				
Account Setup/Equipment Fees				
Subtotal \$ -				
Discount \$ -				
Total Storage Fees				
**Attach additional notes (if needed) to provide full explanation.				
Assumptions/Additional Comments				
List all other assumptions here.				
Please check all cell formulas!!				

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Schedule 3: Ancillary Services			
Administrative Services By Type	Add Columns as Necessary		
	Hours	Rate	Cost
Record Creation			\$ -
Service Order Charge			\$ -
Transition Services			\$ -
Account Maintenance Fee			\$ -
Monthly Bin Tracking Report			\$ -
Activity Reports			\$ -
Financial Reports			\$ -
			\$ -
			\$ -
Insert Rows as Required by proposal.			
TOTAL	0		\$ -
<u>Assumptions/Additional Comments</u>			
<p><u>Please check all cell formulas!!</u></p>			

[illegible]

Identify all other incidental costs or additional services and costs available.