

**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 of permanent withdrawal of Records from Iron Mountain (28,663 CF)
	\$ -	
	\$ -	
	\$ -	
Services (Schedules 2, 3 and 4)(*)(**):	\$ -	
Standard Storage (Schedule 2)		Based on Initial storage of 25,000 to 29,000 cf of cartons. Standard carton size is 1 cf.
Storage Services (Schedule 3)	\$ -	
Other Costs (Schedule 4)	\$ -	
Total First Year Costs		Includes One-time Transfer/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 Transition fees occur (i.e. at contract initiation; upon completion of transfer; deferred/amortized as part of retention.</i>		
<i>**Attach additional notes (if needed) to provide full explanation.</i>		
Assumptions/Additional Comments		
<p>This proposal is based on Initial storage of 25,000 cf of cartons. Standard carton size is 1 cf.</p> <p>List all other assumptions and use additional space if necessary.</p>		