

Attachment 7

Cost Matrix

Type of Service (a)	Unit Size or Service Performed	Initial Contract Term		Option Year One		Option Year Two	
		Cost per Unit or Service Performed – Routine Services	Cost per Unit or Service Performed – Emergency Services	Cost per Unit or Service Performed – Routine Services	Cost per Unit or Service Performed – Emergency Services	Cost per Unit or Service Performed – Routine Services	Cost per Unit or Service Performed – Emergency Services
Offsite Storage	*Per Unit or Per Case						
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						
Storage Case rental Fee	*Dimensions required						
Small Secured Case	Per Unit Cost						
Medium Secured Case	Per Unit Cost						
Large Secured Case	Per Unit Cost						
Other/Specialized Cases	Per Unit Cost						
Pickup & Delivery Services	*Description of Service						
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						
Storage / Vault Services							
Labor Charges After-hours	*any minimum service charge						
Onsite Access Fee							
Destruction Services	*Per cartridge or unit						
Account Maintenance Fee							
Other Special Services							
Refill Cases							
Online/Web report or query Fees							