

Solicitation Amendment No. 003

Page 1 of 4

To:	Date:
Prospective Proposers	August 23, 2010
Project Title:	Project No.:
Records Collections, Storage and Destruction Services	10-17
<p>Description of Solicitation Amendment: The Request for Proposals (RFP) for Records Collection, Storage and Destruction is hereby amended as set forth herein:</p> <p>I. <u>Attachment No. 2, Schedule of Items and Prices, Pages 13 - 15</u></p> <p>The Schedule of Items and Prices contained in the original solicitation is hereby deleted and is replaced with the attached Revised Schedule of Items and Prices dated August 19, 2010.</p> <p>II. <u>Attachment No. 3, Scope of Services, Page 17</u></p> <p>A. The provision in Attachment No. 3, Scope of Services, Paragraph VI. entitled Secured Bins, is hereby deleted in its entirety.</p> <p>B. The following changes are hereby made to Attachment No. 3, Scope of Services, Paragraphs IV through VI:</p> <ul style="list-style-type: none"> • Paragraph VII. BACKGROUND CHECKS is hereby changed to read Paragraph VI. • Paragraph IV. HOURS OF OPERATIONS is hereby changed to read Paragraph VII. • Paragraph V. PICK UP AND DELIVERY REQUIREMENTS is hereby changed to read Paragraph VIII. • Point b) "Orders placed before..." is hereby changed to read "Orders placed after..." • Paragraph VI. Acceptance of services provided under the Contract will be performed by HCC Project Manager or designee, changed to Paragraph IX. 	
Acknowledgement of Amendment No. by:	Date:
Company Name (Bidder/Offerer):	
Signed by:	
Name (Type or Print):	Title:

ATTACHMENT NO. 2

**SCHEDULE OF ITEMS AND PRICES
FOR
RECORDS COLLECTION, STORAGE AND DESTRUCTION SERVICES
PROJECT NUMBER 10-17
REVISED: AUGUST 23, 2010**

The Proposer/Contractor shall furnish all resources and services necessary and required to provide Records Collection, Storage and Destruction Services, in accordance with the **scope of services**, and the general terms and conditions of the sample contract documents for the price(s) listed below.

Item No.	Description of Work/Item(s)	Estimated Qty.	Unit	Unit Price	Extended Price
A.	<u>RECORDS COLLECTION AND STORAGE SERVICES</u>				
001	Recurring Off-Site Storage of Boxes (Estimated number of boxes: 3,600 @ _____ (per box per month), Size 1.25 letter/legal size.	12	Mos	\$ _____	\$ _____
B.	<u>REGULAR DELIVERY SERVICES (WITHIN 24 HOURS)</u>				
001	Within Beltway 8; Houston, TX (Zone A)	156	Trips	\$ _____ (Per Trip)	\$ _____
002	Outside Beltway 8; Houston, TX (Zone B)	156	Trips	\$ _____ (Per Trip)	\$ _____
C.	<u>FILE RETRIEVAL SERVICES:</u>				
001	File Retrieval Services	200	File	\$ _____ (Per File)	\$ _____
002	Box Retrieval Services	200	Box	\$ _____ (Per Box)	\$ _____
003	Re-file File Services	100	File	\$ _____ (Per File)	\$ _____
004	Re-file Box Services	100	Box	\$ _____ (Per Box)	\$ _____

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Item No.	Description of Work/Item(s)	Estimated Qty.	Unit	Unit Price	Extended Price
D.	RUSH DELIVERY SERVICES (WITHIN 3 HOURS NOTICE)				
001	Within Beltway 8; Houston, TX Zone A	30	Trip	\$_____ (Per Trip)	\$_____
002	Outside Beltway 8; Houston, TX Zone B	30	Trip	\$_____ (Per Trip)	\$_____
003	File Retrieval	30	File	\$_____ (Per File)	\$_____
004	Box Retrieval	30	Box	\$_____ (Per Box)	\$_____
E.	DOCUMENT DESTRUCTION SERVICES:				
001	Document Destruction Charge (Includes Handling)	700	Box	\$_____ (Per Box)	\$_____
002	Charges for Permanent Removal of Material	1	Job	\$_____ (Per Box)	\$_____
003	Transition and Uplift Services (Transportation Transfer)	3600	Box	\$_____ (Per Box)	\$_____
004	Issuance of Destruction Certificate	1	Ea	\$_____ (Per Bin)	\$_____
F.	EMERGENCY REQUESTS (8:00 A.M. – 12:00 NOON)				
001	Within Beltway 8: (Zone A)	1	Trip	\$_____ (Per Trip)	\$_____
002	Outside Beltway 8: (Zone B)	1	Trip	\$_____ (Per Trip)	\$_____

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Item No.	Description of Work/Item(s)	Estimated Qty.	Unit	Unit Price	Extended Price
G.	Courier Management Fee			\$_____ (Per Box)	\$_____
H	New Material Charge				
001	Collection, Pick-up, Receiving and Entry of New Material	1	Per Box	\$_____ (Per Box)	\$_____
002	Secured Bins	1	Ea	\$_____ (Per Bin)	\$_____

Total Proposed Price (Items A - H): \$_____