

COUNTY OF VENTURA AGREEMENT NUMBER 6859

AGREEMENT

This agreement entered into this 1st day of July, 2013, by and between the COUNTY OF VENTURA a political subdivision of the State of California, hereinafter called "County" and RECORD XPRESS, DBA ACCESS, hereinafter called "Contractor."

WITNESSETH

WHEREAS, pursuant to Section 3 item f of the County of Ventura Ordinance Code 4084, the Purchasing Agent of the County has the duty to engage independent contractors to perform services for the County, with or without the furnishing of material; and

WHEREAS, it is necessary and desirable that Contractor be engaged by County for the purpose of performing services hereinafter described:

NOW, THEREFORE, IT IS HEREBY AGREED by the parties as follows:

1. **SERVICES TO BE PERFORMED BY CONTRACTOR**

In consideration of the payments hereinafter set forth, Contractor will perform services for County in accordance with the terms, conditions and specifications set forth herein and in Exhibit A attached hereto and by this reference made a part hereof.

2. **PAYMENTS**

In consideration of the services rendered in accordance with all terms, conditions and specifications set forth herein and in Schedule A, County will make payment to Contractor in the manner specified in Schedule A. Effective August 1, 2013 pricing and payment terms will be in accordance with ScheduleA-1.

3. **INDEPENDENT CONTRACTOR**

No relationship of employer and employee is created by this agreement, it being understood that Contractor is an independent contractor, and neither Contractor nor any of the persons performing services for Contractor pursuant to this agreement, whether said person be member, partner, employee, subcontractor, or otherwise, will have any claim under this agreement or otherwise against County for sick leave, vacation pay, retirement benefits, social security, workers' compensation, disability, unemployment insurance benefits, or employee benefits of any kind.

It is further understood and agreed by the parties hereto that, except as provided in this agreement, Contractor in the performance of its obligation hereunder is subject to the control or direction of County merely as to the result to be accomplished by the services hereunder agreed to be rendered and performed and not as to the means and methods for accomplishing the results.

If, in the performance of this agreement, any third persons are employed by Contractor, such persons will be entirely and exclusively under direction, supervision and control of Contractor. All terms of employment, including hours, wages, working conditions, discipline, hiring and discharging or any other terms of employment or requirements of law, will be determined by Contractor, and County will have no right or authority over such persons or the terms of such employment, except as provided in this agreement.

4. **NON-ASSIGNABILITY**

Contractor will not assign this Agreement or any portion thereof, to a third party without the prior written consent of County, and will not be unreasonably withheld. Any attempted assignment without such prior written consent will be null and void and will be cause, at County's sole and absolute discretion, for immediate termination of this Agreement. Notwithstanding the foregoing, an assignment of this Agreement shall be permitted upon a sale or merger of more than 50% ownership of CONTRACTOR, or any affiliate that owns CONTRACTOR.

5. **TERM**

This Agreement will be in effect from July 1, 2013 through June 30, 2016 subject to all the terms and conditions set forth herein. This agreement may, upon mutual agreement, be extended for up to two (2) additional one (1) year periods.

Requests for Price adjustments must be submitted, in writing, ninety (90) days prior to the contract annual anniversary date. Requests made less than 90 days in advance of the anniversary date will not be considered. The reasonableness of the request will be determined by comparing the request with the Consumer's Price Index (CPI) All Urban Consumers - West Urban Los Angeles-Riverside-Orange County CA- All Items from April to April of a given year. In no case shall the increase be more than 3% per year.

If the County agrees to the adjusted price terms, the County shall issue written approval of the change.

Continuation of the contract is subject to the appropriation of funds for such purpose by the Board of Supervisors. If funds to effect such continued payment are not appropriated, County may terminate this project as thereby affected by providing proof to Contractor of loss of funds, and Contractor will relieve the County of any further obligation therefore.

6. **TERMINATION**

The County Purchasing Agent or Contractor may terminate this agreement if written notice of nonrenewal is delivered by either party to the other not less than sixty (60) days prior to the date of expiration of such initial or renewal term. In the event of termination under this paragraph, Contractor will be paid for all work provided to the date of termination, as long as such work meets the terms and conditions of this agreement.

On completion or termination of this agreement, County will be entitled to immediate possession of and Contractor will furnish on request, all computations, plans, correspondence and other pertinent data gathered or computed by Contractor for this particular Agreement prior to any termination. Contractor may retain copies of said original documents for Contractor's files.

This right of termination belonging to the County of Ventura may be exercised without prejudice to any other remedy, which it may be entitled at law or under this agreement.

7. **DEFAULT**

If Contractor defaults in the performance of any term or condition of this agreement, Contractor must cure that default by a satisfactory performance within 15 days after service upon Contractor of written notice of the default. If Contractor fails to cure the default within that time, then County may terminate this agreement without further notice.

The foregoing requirement for written notice and opportunity to cure does not apply with respect to paragraph 4 above.

8. **INDEMNIFICATION , HOLD HARMLESS AND WAIVER OF SUBROGATION**

ACCESS and County shall each indemnify the other and the other's employees, officers, directors and agents against all liabilities, costs (including reasonable attorneys' fees) and damages for bodily injury, including death, or damage to real or tangible personal property (other than Records) to the extent negligently caused by the indemnifying party in the course of performing under this Agreement.

LIABILITY LIMITATIONS

- A. **Declaration of Valuation.** County declares the value of all records to be (A) \$1.00 per box, carton, linear foot of open shelf files or other hard copy storage unit (or gigabyte of digital records) or (B) the actual replacement cost for the physical media with respect to tapes, cartridges, cassettes or other non-paper media, unless agreed to otherwise in a signed attachment to this Agreement.

- B. Stored Records and Electronic Media. CONTRACTOR shall not be liable for any loss or damage to records, however caused, unless such loss or damage results from a failure by CONTRACTOR to exercise that care that a reasonably careful person would exercise under like circumstances, in which case CONTRACTOR's liability, if any, for such loss or damage to Records shall not exceed the valuation in Paragraph A above. Without limiting the generality of the foregoing, CONTRACTOR is not liable or responsible for (i) loss or damage arising from Acts of God, casualty, gradual deterioration of Records or media, vermin, labor disturbances, any governmental act or other cause beyond its reasonable control, or (ii) the repair, replacement or restoration of lost or damaged property. Records are not insured by CONTRACTOR against loss, damage or destruction, however caused. County may and is encouraged to, at its own expense, provide its own insurance coverage for the loss, damage or destruction of records. County shall cause such insurers of records to waive any right of subrogation or any other method of recovery against CONTRACTOR.
- C. Other Claims. CONTRACTOR's maximum liability with respect to (i) the unauthorized disclosure of Confidential Information shall be a maximum of one million dollars that arise from the negligence of CONTRACTOR or any of its Workforce, but only to the extent that CONTRACTOR is actually paid or reimbursed by any applicable insurer for the loss, damage or expense;
- D. CONTRACTOR WILL NOT IN ANY EVENT BE LIABLE TO AGENCY OR ANY THIRD PARTY FOR ANY INDIRECT, SPECIAL, INCIDENTAL, EXEMPLARY, CONSEQUENTIAL OR PUNITIVE DAMAGES (INCLUDING, WITHOUT LIMITATION, LOST PROFITS) RELATED TO THIS AGREEMENT OR ARISING FROM THE SERVICES, UNDER ANY CAUSE OF ACTION WHATSOEVER, INCLUDING CONTRACT, WARRANTY, STRICT LIABILITY, OR NEGLIGENCE, EVEN IF AGENCY HAS BEEN NOTIFIED OF THE POSSIBILITY OF SUCH DAMAGES.
- E. In the event of any conflict between this Section on Limitation of Liability and any other term or provision, whether herein contained or in any other agreement term or condition between the parties (regardless of whether such other agreement is executed before or after this Agreement), other than the insurance coverage provided pursuant to Section 9 of this contract, this Section will control.

9. **INSURANCE PROVISIONS**

- A. CONTRACTOR, at its sole cost and expense, will obtain and maintain in full force during the term of this contract the following types of insurance:
1. Commercial General Liability "occurrence" coverage in the minimum amount of \$1,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and \$2,000,000 aggregate, including personal injury, broad form property damage, products/completed operations, broad form blanket contractual and \$100,000 fire legal liability.

2. Commercial Automobile Liability coverage in the minimum amount of \$1,000,000 CSL bodily injury & property damage, including owned, non-owned, and hired automobiles. Also to include Uninsured/Underinsured Motorists coverage in the minimum amount of \$100,000 when there are owned vehicles.

CONTRACTOR must have on file evidence of auto insurance in the minimum amount of \$100,000 CSL bodily injury & property damage for all employees and volunteers associated with the contract.

3. Workers' Compensation coverage, in full compliance with California statutory requirements, for all employees of CONTRACTOR and Employer's Liability in the minimum amount of \$1,000,000.
 4. Data Security and Privacy coverage, with limits of liability at minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate, which includes coverage for defense of third party actions, investigation, public notification, and public relations.
- B. All insurance required will be primary coverage as respects COUNTY and any insurance or self-insurance maintained by COUNTY will be excess of CONTRACTOR'S insurance coverage and will not contribute to it.
 - C. COUNTY is to be notified immediately if any aggregate insurance limit is exceeded. Additional coverage must be purchased to meet requirements in this Section 9.
 - D. The County of Ventura, Its Boards, Agencies, Departments, Offices, Employees, Agents, and Volunteers are to be named as Additional Insured as respects work done by CONTRACTOR under the terms of this contract on all policies required (except Workers' Compensation).
 - E. Policies will not be canceled, non-renewed or reduced in scope of coverage until after sixty (60) days written notice has been given to the County of Ventura, Risk Management Division.
 - F. CONTRACTOR agrees to provide COUNTY with the following insurance documents on or before the effective date of this contract:
 1. Certificates of Insurance for all required coverage.
 2. Additional Insured endorsements.
 3. 60 Days Notice Cancellation Clause endorsement.

Failure to provide these documents will be grounds for immediate termination or suspension of this agreement.

10. **NON-DISCRIMINATION**

A. General.

No person will on the grounds of race, color, national origin, religious affiliation or non-affiliation, sex, age, handicap, disability, or political affiliation, be excluded from participation in, be denied the benefits, or be subjected to discrimination under this Agreement.

B. Employment.

Contractor will insure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluations, and management relations, for all employees under this Agreement. Contractor's personnel policies will be made available to County upon request.

11. **SUBSTITUTION**

If particular people are identified in Exhibit A as working under this Agreement, the Contractor will not assign others to work in their place without written permission from the County Purchasing Agent. Any substitution will be with a person of commensurate experience and knowledge.

12. **INVESTIGATION AND RESEARCH**

Contractor by investigation and research has acquired reasonable knowledge of all conditions affecting the work to be done and labor and material needed, and the execution of this Agreement is to be based upon such investigation and research, and not upon any representation made by the County or any of its officers, agents or employees, except as provided herein.

13. **CONTRACT MONITORING**

The County will have the right to review the work being performed by the Contractor under this Agreement at any time during Contractor's usual working hours. Review, checking, approval or other action by the County will not relieve Contractor of Contractor's responsibility for the thoroughness of the services to be provided hereunder. This Agreement will be administered by Maria Moreno, Buyer or his authorized representative.

14. **ADDENDA**

County may from time to time require changes in the scope of the services required hereunder. Such changes, including any increase or decrease in the amount of Contractor's compensation which are mutually agreed upon by and between County and Contractor will be effective when incorporated in written amendments to this Agreement.

15. **CONFLICT OF INTEREST**

Contractor covenants that Contractor presently has no interest, including, but not limited to, other projects or independent contracts, and will not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. Contractor further covenants that in the performance of this Agreement no person having such interest will be employed or retained by Contractor under this contract.

16. **CONFIDENTIALITY**

Any reports, information, data, statistics, forms, procedures, systems, studies and any other communication or form of knowledge given to or prepared or assembled by Contractor under this Agreement which County requests in writing to be kept confidential, will not be made available to any individual or organization by Contractor without the prior written approval of the County except as authorized by law.

17. **NOTICES**

All notices required under this Agreement will be made in writing and addressed or delivered as follows:

TO COUNTY- VENTURA COUNTY
 GENERAL SERVICES AGENCY
 PROCUREMENT SERVICES
 800 SOUTH VICTORIA AVENUE
 VENTURA, CALIFORNIA 93009-1080

TO CONTRACTOR- ACCESS INFORMATION MANAGEMENT
 5950-B CONDOR DRIVE
 MOORPARK, CA 93021

Either party may, by giving written notice in accordance with this paragraph, change the names or addresses of the persons or departments designated for receipt of future notices. When addressed in accordance with this paragraph and deposited in the United States mail, postage prepaid, notices will be deemed given on the third day following such deposit in the United States mail. In all other instances, notices will be deemed given at the time of actual delivery.

18. **MERGER CLAUSE**

This Agreement supersedes any and all other agreements, either oral or written, between Contractor and the County of Ventura, with respect to the subject of this agreement. This agreement contains all of the covenants and agreements between the parties with respect to the services required hereunder. Contractor acknowledges that no representations, inducements, promises or agreements have been made by or on behalf of County except those covenants and agreements embodied in this agreement. No agreement, statement, or promise not contained in this agreement will be valid or binding.

19. **GOVERNING LAW**

The validity of this agreement and any of its terms or provisions, as well as the rights and duties of the parties under this agreement, will be construed pursuant to and in accordance with the laws of the State of California.

20. **SEVERABILITY OF AGREEMENT**

If any term of this agreement is held by a court of competent jurisdiction to be void or unenforceable, the remainder of the contract terms will remain in full force and effect and will not be affected.

21. **CUMULATIVE REMEDIES**

The exercise or failure to exercise of legal rights and remedies by the County of Ventura in the event of any default or breach hereunder will not constitute a waiver or forfeiture of any other rights and remedies, and will be without prejudice to the enforcement of any other right or remedy available by law or authorized by this agreement.

22. **COMPLIANCE WITH LAWS**

Each party to this agreement will comply with all applicable laws.

23. **CONSTRUCTION OF COVENANTS AND CONDITIONS**

Each term and each provision of this agreement will be construed to be both a covenant and a condition.

IN WITNESS WHEREOF the parties hereto have executed this Contract.

COUNTY OF VENTURA

RECORD XPRESS, DBA ACCESS

Maria Moreno
Authorized Signature

Maria Moreno
Printed Name

Buyer
Title

8/15/13
Date

Judd Feldman
Authorized Signature

Judd Feldman
Printed Name

CFO
Title

8/15/13
Date

20 - 19 08 281
Tax Identification Number

RECORD XPRESS, DBA ACCESS
[Signature]
Authorized Signature

ROBERT L. CUMMINGS
Printed Name

Vice President - S.W.
Title

8/16/13
Date

If a corporation, this Contract must be signed by two specific corporate officers.

The first signature must be either the (1) Chief Executive Officer, (2) Chairman of the Board, (3) President, or any (4) Vice President.

The second signature must be the (a) Secretary, an (b) Assistant Secretary, the (c) Chief Financial Officer, or any (d) Assistant Treasurer.

In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signature to bind the company.

**Additional terms to be added to
General Conditions**

- A. County shall not at any time store with CONTRACTOR any materials that would attract insects or vermin, are highly flammable, explosive, toxic, radioactive, dangerous or illegal to store, or that are otherwise deemed by CONTRACTOR to represent a hazard ("Prohibited Materials"). CONTRACTOR reserves the right, but is not obligated to, inspect any Records and may refuse to accept and/or remove and redeliver to County any Prohibited Materials. County shall also not store with CONTRACTOR any negotiable instruments, jewelry, cash or other items that have intrinsic market value.
- B. County shall encrypt all electronic records that include personally identifiable information or protected health information (as defined under Federal and state laws and regulations) before those records are delivered to CONTRACTOR. County shall use encryption methods that are standard for the type of records being encrypted in the applicable industry of which they are a part, and that satisfy all applicable legal requirements (as they may change from time to time) requiring such information to be protected from disclosure, publication or dissemination (and with respect to protected health information, comply with encryption standards set forth in 74 Federal Register 42740, 42742). CONTRACTOR will not inspect such records to determine whether they are encrypted and County releases and will indemnify CONTRACTOR from and against all liabilities, costs and damages, including reasonable legal fees, arising from County's breach of this Paragraph B.
- C. CONTRACTOR reserves the right to rebox any records not received in a condition suitable for rack storage. CONTRACTOR is not and shall not be deemed a contract or common carrier under this Agreement. The valuation and liability provisions of this Agreement shall apply to transportation services provided by CONTRACTOR.
- D. County represents and warrants that: (A) it is the owner or legal custodian of all records and has full authority to store said records without any restrictions in accordance with the terms of this Agreement; and (B) unless County has informed CONTRACTOR in writing otherwise, County is not a "Covered Entity" as defined in 45 CFR Part 160. At such time as County may become a Covered Entity (if ever), then in the absence of a separate agreement, the terms of the Business Associate Agreement found at www.ACCESScorp.com shall be and are specifically incorporated herein by reference and are binding upon the parties as if fully set forth herein. County shall indemnify and hold CONTRACTOR harmless from any cost, penalties, loss or expense incurred by CONTRACTOR (including reasonable legal fees) arising from the breach of County's representations and warranties in this Paragraph.

EXHIBIT "A"

CONTRACTOR RESPONSIBILITIES

Contractor will provide adequate and secure storage and maintenance of certain files, records, and other documents of County as County may from time to time direct. Such storage will be at the request of County and upon reasonable notice to Contractor. Such storage services will further be defined as providing record and document storage, retrieval, and control of records and documents, disposal of approved records and documents. Contractor may also provide courier delivery and pick-up services as requested by County.

Contractor will provide County with its storage boxes showing external alpha-numerical designation for identification purposes. Each box placed into storage will be identified and there will no external reference to particular files or the contents thereof. Access will be box identification only.

Unless otherwise directed, County will deliver its files to the Contractor's premises for storage. Upon and after delivery, it is the express understanding of the parties that no person other than Contractor, at County's request, or authorized County personnel, will at any time be allowed access to said boxes for any reason or purpose whatsoever. Contractor will allow County access during normal working hours.

Contractor will be responsible for recording individual utilization records of County's storage boxes in any manner whatsoever. Such recording will include the user's name, date/time in, date/time out, and box number accessed. Such documentation shall be copied and delivered to County along with its monthly billing statement.

COMPENSATION SCHEDULE

1. Pricing will remain the same until July 31, 2013
2. Effective August 1, 2013 new price & schedule, per Schedule A-1
3. Effective August 1, 2013 terms will be 1% 30 days, Net 31

**SCHEDULE A - Records Management Services
VENTURA COUNTY PRICE SCHEDULE A**

RECORD CENTER STORAGE

Standard Records Box	\$	0.39
Engineering - Large	\$	1.00
Engineering - Small	\$	0.47
X-Ray Case - Small	\$	0.47
X-Ray Case - Large	\$	0.91
Transfer Case - Letter Size	\$	0.78
Transfer Case - Legal Size	\$	0.98
Monthly Minimum	\$	75.00

RECORD CENTER SERVICES

Add New Container	\$	1.50
Add New File - Per File	\$	0.35
Retrieve / Shelve Container	\$	1.75
Retrieve Container (Priority Surcharge)	\$	5.00
Retrieve / Refile File - Per File	\$	1.75
Retrieve File from Container (Priority Surcharge) - Per File	\$	5.00
Inter-File Document - Per File	\$	3.50
File Tracking - Per File	\$	0
File Not Found - Per File	\$	1.75
Permanent Removal - Container	\$	3.00
Bin Rotation - 64 Gallon	\$	30.00
Console Rotation	\$	20.00
Destruction - Per LB	\$	0.22
Destruction - Certified Shred	\$	2.00

TRANSPORTATION SERVICES

STANDARD Delivery or Pick Up - Base Rate (includes first 5 containers)	\$	7.50
Container (Thereafter, increments of 35 = 1 hr)	\$	35.00
Per File	\$	0
<i>Orders placed prior to 5:00pm will be delivered by 5:00pm the next business day.</i>		
SAME DAY Delivery or Pick Up (Priority Surcharge)	\$	35.00
<i>Orders placed prior to 9:00am will be delivered by 5:00pm the same business day.</i>		
RUSH Delivery or Pick Up (Priority Surcharge)	\$	50.00
<i>Orders placed from 8:00am to 2:00pm on business days will be delivered within 3 hours from the requested time.</i>		
EMERGENCY Delivery or Pick Up (Priority Surcharge)	\$	150.00
<i>Orders placed after hrs or for delivery after hours.</i>		

ADDITIONAL ITEMS - SERVICES

Access Storage Containers (10"x12"x15")	\$	2.25
Container Re-boxing (Plus Cost of New Container)	\$	1.50
Index File/Container information (Per Field)	\$	0.30
Dock Access	\$	1.00
Transportation - Wait Time (Minimum 1/4 Hour)	No Charge	
Standard Barcode Labels	No Charge	
Project or Staffing Labor (Per Hour)	\$	35.00
Photo Copy (Per Page)	\$	0.15
Facsimile (Per Page)	\$	0.15
Digital Imaging / Scanning	NEW SERVICES!	Per Quote
Shipping		Cost + 30%
Access Online (Web-based Inventory Management)	NEW SERVICES!	No Charge
System Reports - Standard		No Charge
Electronic Inventory / Invoice	NEW SERVICES!	No Charge

* Storage charges are billed in advance, services billed in arrears.

* Actual storage charges billed will be based on the number of days in the month.

* Individual Service Items will be combined for workorder transactions, and invoiced independently.

* Any services not quoted will be charged at the standard rates which are available upon request.



SCHEDULE A - Records Management Services
County of Ventura

Schedule A-1 effective August 1, 2013 Contract
 # 6859

RECORD CENTER STORAGE

Description	Current Price	Per
Standard Records Box	\$ 0.4056	30 Days
Engineer/X-Ray - Small	\$ 0.4888	30 Days
Transfer Case - Letter	\$ 0.8112	30 Days
Transfer Case - Legal	\$ 1.0192	30 Days
Odd Size	\$ 1.2777	30 Days
R & D Size Box	\$ 1.7140	30 Days
Standard Records - Container	\$ 0.4056	30 Days
Lrg X-Ray	\$ 0.9464	30 Days
Monthly Minimum (County is considered as one account)	\$ 79.50	Month

RECORD CENTER SERVICES

Description	Current Price	Per
Add New Container	\$ 1.80	Container
Add New File	\$ 0.42	File
Retrieve / Shelve / Refile Container	\$ 2.00	Container
Retrieve Container - Rush (Priority Surcharge)	\$ 6.00	Container
Retrieve / Refile File	\$ 2.10	File
Retrieve File from Container - Rush (Priority Surcharge)	\$ 6.00	File
Inter-File Document	\$ 4.20	File
File Not Found	\$ 2.10	File
Permanent Removal File (Boxed or Open Shelf)	\$ 2.50	File Plus Retrieval
Permanent Removal Container	\$ 3.60	Container Plus Retrieval
Destruction - Certified Shred File (Boxed or Open Shelf)	\$ 0.50	File Plus Retrieval
Destruction - Certified Shred Container	\$ 2.20	Container Plus Retrieval

TRANSPORTATION SERVICES

Description	Current Price	Per
STANDARD Delivery or Pick Up (Includes first 5 containers)	\$ 9.00	Trip
Container	\$ 3.00	Container
File	\$ 0.25	File
<i>Orders placed prior to 3:00pm will be delivered by 5:00pm the next business day.</i>		
SAME DAY Delivery or Pick Up (Priority Surcharge) Limit to 1 item	\$ 42.00	Trip
Container/File (Thereafter)	\$ 0.50	Item
<i>Orders placed prior to 9:00am will be delivered by 5:00pm the same business day.</i>		
RUSH Delivery or Pick Up (Priority Surcharge) Limit to 1 Item	\$ 60.00	Trip
Container/File (Thereafter)	\$ 0.50	Item
<i>Orders placed from 8:00am to 2:00pm on business days will be delivered within 3 hours from the requested time.</i>		
EMERGENCY Delivery or Pick Up (Priority Surcharge)	\$ 150.00	Trip
Container/File (Thereafter)	\$ 0.50	Item
<i>Orders placed after hrs or for delivery after hours.</i>		

ADDITIONAL SERVICES

Description	Current Price	Per
Access Storage Containers (10"x12"x15")	\$ 2.25	Container
Container Re-boxing (Plus Cost of New Container) as required for security and safety	\$ 1.80	Container
Index File/Container information (Per Field)	\$ 0.36	File
File Tracking	\$ -	File
Dock Access	\$ 1.20	Container
Invalid Request (Per Item) N/A if County uses WEB	\$ 2.50	Item
Cancelled Request (Per Item) N/A if County uses WEB	\$ 2.50	Item
Transportation - Wait Time (Minimum 1/4 Hour)	No Charge	Quarter Hour
Standard Barcode Labels	No Charge	
Project or Staffing Labor	\$ 35.00	Hour
Digital Imaging / Scanning		Quote
Scan-on-Demand (Set Up) Includes index up to 5 fields listed on outer jacket	\$ 7.50	Request
Scan-on-Demand	\$ 0.04	Image
Shipping	Cost + 30%	
Access Online Order	No Charge	
Order Entry Fee	\$ 2.00	Workorder
Administration Charge (Summary)	\$ -	Invoice
Administration Charge (Detailed by Department)	\$ -	Invoice
Account Closure		Quote

* Storage charges are billed in advance, services billed in arrears.

* Retrievals are limited to 50 items per day or additional fees may apply.

* Any services not quoted will be charged at the standard rates which are available upon request.