

**CONTRACT AMENDMENT NO. 2
CONTRACT FOR RECORDS STORAGE OVERFLOW SERVICES
CONTRACT #SPB12-2318J**

This CONTRACT AMENDMENT is to amend the above-referenced contract between the State of Montana, Department of Administration, State Procurement Bureau (STATE), whose address and phone number are PO Box 200135, Helena MT 59620-0135, (406) 444-2575 and Montana Records Management, LLP (CONTRACTOR), whose address and phone number are 1700 National Avenue, Helena MT 59601, (406) 443-2172. This Contract is amended for the following purpose(s):

- 1) In accordance with the section entitled Effective Date, Duration, and Renewal, both parties mutually agree to extend this Contract for the period of July 1, 2014 through June 30, 2015 per the terms, conditions, and prices agreed upon. This is the second renewal, third year of the Contract.
- 2) In accordance with the section entitled Consideration/Payment, both parties mutually agree to amend the pricing schedule as follows:

	Services	Fee	Unit
Note: These fees are to include initial accounting and/or recording of the boxes, set-up of individual agency accounts, computer or database input, invoicing, reporting.			
	Box Fee:		
1.	New Box Fee (per container)	\$1.00- \$1.04	Per Container
	Storage:		
2.	Storage of a cubic foot container	\$0.32- \$0.33	Per Container
3.	Storage of a 1/2 cubic foot container	\$0.18- \$0.19	Per Container
4.	Storage of a Map Size container (24" x 12" x 10")	\$0.49- \$0.51	Per Container
	Pickup / Delivery:		
5.	Pickup or Delivery of all size containers	\$9.50- \$9.88	Per Stop
	Retrieval / Re-file:		
6.	Retrieval (all size containers)	\$0.91- \$0.95	Per Container
7.	Re-file (all size containers)	\$1.15- \$1.20	Per Container
	On-site Destruction / Shredding:		
8.	On-site Destruction / Shredding of cubic foot container (<i>average cubic foot box weight = 35 lbs.</i>)	\$5.72- \$5.95	Per Container
9.	On-site Destruction / Shredding of 1/2 cubic foot container (<i>average 1/2 cubic foot box weight = 15 lbs.</i>)	\$2.86- \$2.97	Per Container
10.	On-site Destruction / Shredding of Map Size container (24"x12"x10") (<i>average Map Size container weight = 45 lbs.</i>)	\$7.34- \$7.63	Per Container
Any service and cost not covered below will be mutually agreed upon by the State Procurement Bureau and Contractor as needed.			
	Additional Services and Associated Charges:		
11.	Storage of Banker Boxes (BBs)	\$0.61- \$0.63	Per Box Per Month
12.	Storage of Banker Oversize (BOs)	\$0.91- \$0.95	Per Box Per Month
13.	File Search (Unsuccessful)	\$1.15- \$1.20	Per File
14.	Permanent Withdrawal	\$1.71- \$1.78	Per File
15.	Transportation - Priority Pickup/Delivery	\$21.20- \$22.05	Per Stop
16.	Transportation - Emergency Pickup/Delivery	\$42.40- \$44.10	Per Stop
17.	Transportation - Extra Stops	\$2.00- \$2.08	Per Stop

18.	Infokeeper Access/Database Startup (One Time Charge Only)	\$250.00-\$260.00	Per Program
19.	Infokeeper Database Maintenance Change	.01 per 1,000 bytes	
20.	Special Projects - Data Research	\$30.74-\$31.97	Per Hour
21.	Special Projects - Photo/Fax/Copy	\$0.50-\$0.52	Per Page
22.	Special Projects - Telephone Read	\$1.50-\$1.56	Per Page
23.	Vault Retention - Cubic Foot	\$3.45-\$3.59	Per Cubic Foot
24.	Vault - Data Platter	\$1.06-\$1.10	Each Per Month
25.	Vault - Supervised	\$25.00-\$26.00	Per Hour
26.	Vault - Tape Rotation	\$0.86-\$0.89	Each Tape Any Size
27.	Standard Delivery Charge (Over 6 Boxes)	\$0.50-\$0.52	Each

Except as modified above, all other terms and conditions of Contract SPB12-2318J remain unchanged.

STATE OF MONTANA
 Department of Administration
 State Procurement Bureau
 PO Box 200135
 Helena MT 59620-0135

MONTANA RECORDS MANAGEMENT, LLP
 1700 National Avenue
 Helena MT 59601
 FEDERAL ID #: 20-2013900

BY: STEVE BALAMONTE GSODA
 (Name/Title)

BY: Sherrri Ohs-Mosley owner/manager
 (Name/Title)

SR
 (Signature)

Sherrri Ohs-Mosley
 (Signature)

DATE: 2 SEPT 2014

DATE: 8/25/2014

Approved as to Form:

[Signature] 8/19/14
 Procurement Officer (Date)
 State Procurement Bureau