

STATE OF SOUTH CAROLINA  
B&CB, DIVISION OF PROCUREMENT SERVICES, ITMO  
1201 MAIN STREET, SUITE 600  
COLUMBIA SC 29201

**Intent to Award**

Posting Date: June 07, 2013

**Solicitation: 5400005364**  
**Description: Records Management Services/Destruction**  
**Agency: Statewide Term Contract**

The State intends to award contract(s) noted below. Unless otherwise suspended or canceled, this document becomes the final Statement of Award effective **08:00:00 A.M. EST, June 18, 2013**. Unless otherwise provided in the solicitation, the final statement of award serves as acceptance of your offer.

Contractor should not perform work on or incur any costs associated with the contract prior to the effective date of the contract. Contractor should not perform any work prior to the receipt of a purchase order from the using governmental unit. The State assumes no liability for any expenses incurred prior to the effective date of the contract and issuance of a purchase order.

Any actual bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or award of a contract shall protest within ten days of the date notification of award is posted in accordance with this code. A protest shall be in writing, shall set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided, and must be received by the appropriate Chief Procurement Officer within the time provided. [Section 11-35- 4210]

**PROTEST - CPO ADDRESS - ITMO:** Any protest must be addressed to the Chief Procurement Officer, Information Technology Management Office, and submitted in writing

- (a) by email to protest-itmo@itmo.sc.gov,
- (b) by facsimile at 803-737-0102, or
- (c) by post or delivery to 1201 Main Street, Suite 600, Columbia, SC 29201.

**Contract Number: 4400006812 – LOT #1 – RECORDS SHREDDING / DESTRUCTION**  
**Awarded To: SHRED WITH US**  
**121 SHUMPERT ROAD**  
**WEST COLUMBIA SC 29172**

**Total Potential Value:** \$ 1,165,000.00  
**Maximum Contract Period:** June 18, 2013 through June 17, 2018

<b>Item</b>	<b>Description</b>	<b>Unit Price</b>	<b>Total</b>
00001	Set-up and Delivery Initial	No charge	No charge
00002	On-site weekly security consoles	\$ 5.00	\$ 5.00

00003	On-site weekly thirty-two 32 Gallon	\$ 5.00	\$ 5.00
00004	On-site weekly sixty-five 65 Gallon	\$ 6.50	\$ 6.50
00005	On-site weekly ninety-five 95 gallon	\$ 7.50	\$ 7.50
00006	On-site bi-weekly security consoles	\$ 5.00	\$ 5.00
00007	On-site bi-weekly thirty-two 32 gallon	\$ 5.00	\$ 5.00
00008	On-site bi-weekly sixty-five 65 gallon	\$ 6.50	\$ 6.50
00009	On-site bi-weekly ninety-five 95 gallon	\$ 7.50	\$ 7.50
00010	On-site Monthly security consoles	\$ 5.00	\$ 5.00
00011	On-site monthly thirty-two 32 gallon	\$ 5.00	\$ 5.00
00012	On-site monthly sixty-five 65 gallon	\$ 6.50	\$ 6.50
00013	On-site monthly ninety-five 95 gallon	\$ 7.50	\$ 7.50
00014	On-site unscheduled service visits	\$ 25.00	\$ 25.00
00015	On-site shredding service minimum	\$ 25.00	\$ 25.00
00016	Off-site weekly security consoles	\$ 5.00	\$ 5.00
00017	Off-site weekly thirty-two 32 gallon	\$ 5.00	\$ 5.00
00018	Off-site weekly sixty-five 65 gallon	\$ 6.50	\$ 6.50
00019	Off-site weekly ninety-five 95 gallon	\$ 7.50	\$ 7.50
00020	Off-site bi-weekly thirty-two 32 gallon	\$ 5.00	\$ 5.00
00021	Off-site bi-weekly sixty-five 65 gallon	\$ 6.50	\$ 6.50
00022	Off-site bi-weekly ninety-five 95 gallon	\$ 7.00	\$ 7.00
00023	Off-site monthly thirty-two 32 gallon	\$ 5.00	\$ 5.00
00024	Off-site monthly sixty-five 65 gallon	\$ 6.50	\$ 6.50
00025	Off-site monthly ninety-five 95 gallon	\$ 7.00	\$ 7.00
00026	Secure shredding labor cost	No charge	No charge
00027	On-site one-time shred charges	\$ 0.10	\$ 0.10
00028	Off-site one-time shred charges	\$ 0.08	\$ 0.08
00029	Off-site one-time shred charge	No charge	No charge

**Contract Number: 4400006811 – LOT #2 - RECORDS STORAGE / RETRIEVAL**

**Awarded To: PATTERSON POPE INC  
3001 NORTH GRAHAM STREET  
CHARLOTTE NC 28206**

**Total Potential Value: \$ 185,000.00**

**Maximum Contract Period: June 18, 2013 through June 17, 2018**

<b>Item</b>	<b>Description</b>	<b>Unit Price</b>	<b>Total</b>
00030	Hardcopy storage 0 - 5,000	\$ 0.19	\$ 0.19
00031	Hardcopy storage 5,001 - 10,000	\$ 0.19	\$ 0.19
00032	Hardcopy storage 10,001 - 25,000	\$ 0.18	\$ 0.18
00033	Hardcopy storage 25,001 - 50,000	\$ 0.17	\$ 0.17
00034	Hardcopy storage 50,001 - 100,000	\$ 0.16	\$ 0.16
00035	Hardcopy storage 100,001 and greater	\$ 0.15	\$ 0.15
00036	Hardcopy retrieval box	\$ 1.75	\$ 1.75
00037	Hardcopy retrieval file	\$ 2.00	\$ 2.00
00038	Hardcopy retrieval document	\$ 3.50	\$ 3.50
00039	Hardcopy retrieval rush per box	\$ 3.75	\$ 3.75
00040	Hardcopy retrieval rush per file	\$ 4.00	\$ 4.00
00041	Hardcopy retrieval rush per document	\$ 5.50	\$ 5.50
00042	Hardcopy retrieval emergency services	\$ 4.00	\$ 4.00
00043	Hardcopy re-file fee per box	\$ 1.75	\$ 1.75
00044	Hardcopy re-file fee per file	\$ 2.00	\$ 2.00
00045	Hardcopy re-file fee per document	\$ 3.50	\$ 3.50

00046	Hardcopy permanent removal fee	\$ 3.50	\$ 3.50
00047	Hardcopy Contractor / in-house	\$ 3.50	\$ 3.50
00048	Hardcopy pick-up / delivery	\$ 15.00	\$ 15.00
00049	Hardcopy pick-up / delivery	\$ 15.00	\$ 15.00
00050	Hardcopy pick-up / delivery service	\$ 48.00	\$ 48.00
00051	Hardcopy pick-up / delivery outside rush	\$ 48.00	\$ 48.00
00052	Hardcopy pick-up delivery service area	\$ 48.00	\$ 48.00
00053	Hardcopy pick-up / delivery outside	\$ 48.00	\$ 48.00
00054	Magnetic media vault storage per carton	\$ 5.70	\$ 5.70
00055	Magnetic media vault storage per reel	\$ 0.95	\$ 0.95
00056	Magnetic media vault storage per cubic	\$ 4.70	\$ 4.70
00057	Magnetic media retrieval reel	\$ 0.50	\$ 0.50
00058	Magnetic media retrieval cartridge	\$ 0.95	\$ 0.95
00059	Magnetic media retrieval cubic foot	\$ 4.75	\$ 4.75
00060	Magnetic media retrieval emergency reel	\$ 4.00	\$ 4.00
00061	Magnetic media retrieval emergency	\$ 4.00	\$ 4.00
00062	Magnetic media retrieval emergency	\$ 3.33	\$ 3.33
00063	Magnetic media permanent removal charges	\$ 3.50	\$ 3.50
00064	Magnetic media pick-up / delivery normal	\$ 15.00	\$ 15.00
00065	Magnetic media pick-up / delivery	\$ 15.00	\$ 15.00
00066	Magnetic media pick-up / delivery	\$ 48.00	\$ 48.00
00067	Magnetic media pick-up / delivery	\$ 48.00	\$ 48.00
00068	Storage data input two 2 key words	\$ 0.25	\$ 0.25
00069	Storage data input three 3 key words	\$ 0.35	\$ 0.35
00070	Storage data input four 4 key words	\$ 0.45	\$ 0.45
00071	Storage data input five 5 key words	\$ 0.55	\$ 0.55
00072	Facsimile transmission first 1st page	\$ 12.00	\$ 12.00
00073	Facsimile transmission each add page	\$ 0.15	\$ 0.15
00074	Email transmission first 1st page	\$ 12.00	\$ 12.00
00075	Email transmission each add page	\$ 0.15	\$ 0.15
00076	Shipping regular mail per package	\$ 7.39	\$ 7.39
00077	Shipping overnight per package	\$ 21.00	\$ 21.00

**Contract Number: 4400006813 - LOT #3 - RECORDS CONVERION – PAPER FILES**  
**4400006813 - LOT #4 – RECORDS CONVERSION – BOOKS / MAPS**  
**Awarded To: ADVANCED IMAGING SYSTEMS**  
**9005 TWO NOTCH ROAD**  
**COLUMBIA SC 29223**

**Total Potential Value:** \$ 4,750,000.00  
**Maximum Contract Period:** June 18, 2013 through June 17, 2018

<b>Item</b>	<b>Description</b>	<b>Unit Price</b>	<b>Total</b>
00078	Document preparation	\$ 15.75	\$ 15.75
00079	Document reassembly	\$ 15.75	\$ 15.75
00080	Scanning documents	\$ 0.05	\$ 0.05
00081	Scanning documents	\$ 0.05	\$ 0.05
00082	Scanning documents	\$ 0.04	\$ 0.04
00083	Scanning documents	\$ 0.04	\$ 0.04
00084	Scanning documents	\$ 0.06	\$ 0.06
00085	Scanning documents	\$ 0.06	\$ 0.06
00086	Scanning documents	\$ 0.05	\$ 0.05

00087	Scanning documents	\$ 0.05	\$ 0.05
00088	Scanning documents	\$ 0.05	\$ 0.05
00089	Scanning documents	\$ 0.05	\$ 0.05
00090	Scanning documents	\$ 0.04	\$ 0.04
00091	Scanning documents	\$ 0.04	\$ 0.04
00092	Scanning documents	\$ 0.06	\$ 0.06
00093	Scanning documents	\$ 0.06	\$ 0.06
00094	Scanning documents	\$ 0.05	\$ 0.05
00095	Scanning documents	\$ 0.05	\$ 0.05
00096	Paper files Contractor	No charge	No charge
00097	Paper files pick-up / delivery	\$ 0.75	\$ 0.75
00098	Paper files pick-up / delivery	\$ 0.75	\$ 0.75
00099	Paper files pick-up / delivery	\$ 0.75	\$ 0.75
00100	Paper files pick-up / delivery	\$ 0.75	\$ 0.75
00101	Paper files pick-up / delivery service	\$ 0.75	\$ 0.75
00102	Paper files pick-up / delivery	\$ 0.75	\$ 0.75
00104	Document preparation	\$ 15.75	\$ 15.75
00105	Document reassembly	\$ 15.75	\$ 15.75
00109	Books / Notebooks / Maps / Drawings	No charge	No charge
00110	Books / Notebooks / Maps / Drawings	No charge	No charge
00111	Books / Notebooks / Maps / Drawings	No charge	No charge
00112	Books / Notebooks / Maps / Drawings	No charge	No charge
00113	Books / Notebooks / Maps / Drawings	No charge	No charge
00114	Books / Notebooks / Maps / Drawings	No charge	No charge
00115	Books / Notebooks / Maps / Drawings	No charge	No charge
00317	CD Creation	\$ 10.00	\$ 10.00
00318	DVD Creation	\$ 25.00	\$ 25.00
00319	USB drive creation	\$ 25.00	\$ 25.00
00320	Optical Character Recognition	\$ 0.02	\$ 0.02
00321	File Transfer Protocol	No charge	No charge
00322	Storage data input two (2) key words	\$ 0.07	\$ 0.07
00323	Storage data input three (3)	\$ 0.10	\$ 0.10
00324	Storage data input four (4)	\$ 0.14	\$ 0.14
00325	Storage data input five (5)	\$ 0.17	\$ 0.17
00326	Rendering of preparation and capture	\$ 18.25	\$ 18.25
00327	CD creation	\$ 10.00	\$ 10.00
00328	DVD creation	\$ 25.00	\$ 25.00
00329	USB drive creation	\$ 25.00	\$ 25.00
00330	Optical Character Recognition	\$ 0.02	\$ 0.02
00331	File Transfer Protocol	No charge	No charge
00332	Storage data input two (2)	\$ 0.07	\$ 0.07
00333	Storage data input three (3)	\$ 0.10	\$ 0.10
00334	Storage data input four (4)	\$ 0.14	\$ 0.14
00335	Storage data input five (5)	\$ 0.17	\$ 0.17
00336	Scanning and indexing	\$ 1.00	\$ 1.00
00337	Scanning and indexing	\$ 1.00	\$ 1.00
00338	Scanning and indexing	\$ 1.80	\$ 1.80
00339	Scanning and indexing	\$ 1.80	\$ 1.80
00340	Scanning and indexing	\$ 2.20	\$ 2.20
00341	Scanning and indexing	\$ 2.20	\$ 2.20
00342	Scanning and indexing	\$ 2.20	\$ 2.20
00343	Scanning and indexing	\$ 2.20	\$ 2.20
00344	Scanning and indexing	\$ 0.35	\$ 0.35
00345	Scanning & indexing	\$ 0.33	\$ 0.33
00346	Scanning & indexing	\$ 0.31	\$ 0.31
00347	Scanning & indexing	\$ 0.29	\$ 0.29

00348	Scanning & indexing	\$ 0.35	\$ 0.35
00349	Scanning & indexing	\$ 0.33	\$ 0.33
00350	Scanning & indexing	\$ 0.31	\$ 0.31
00351	Scanning & indexing	\$ 0.29	\$ 0.29
00352	Scanning & indexing	\$ 0.35	\$ 0.35
00353	Scanning & indexing	\$ 0.33	\$ 0.33
00354	Scanning & indexing	\$ 0.31	\$ 0.31
00355	Scanning & indexing	\$ 0.29	\$ 0.29
00356	Scanning & indexing	\$ 0.35	\$ 0.35
00357	Scanning & indexing	\$ 0.33	\$ 0.33
00358	Scanning & indexing	\$ 0.31	\$ 0.31
00359	Scanning & indexing	\$ 0.29	\$ 0.29
00360	Rendering of preparation and	\$ 18.25	\$ 18.25

**Contract Number: 4400006810 – LOT #5 – CONVERSION MICROFILM / MICROFICHE**

**Awarded To: PALMETTO MICROFILM SYSTEMS INC**

**PO Box 893**

**LEXINGTON SC 29071**

**Total Potential Value: \$ 2,400,000.00**

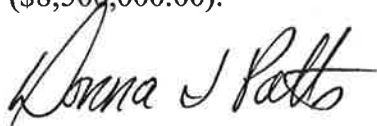
**Maximum Contract Period: June 18, 2013 through June 17, 2018**

<b>Item</b>	<b>Description</b>	<b>Unit Price</b>	<b>Total</b>
00117	Document preparation	\$ 20.00	\$ 20.00
00118	Document reassembly	\$ 20.00	\$ 20.00
00119	16 mm to card 8.5 x 14 - 0 to 100,000	\$ 0.06	\$ 0.06
00120	35 mm to large format 0 to 100,000	\$ 0.85	\$ 0.85
00121	Film loading aperture cards 0 to 100,000	\$ 0.14	\$ 0.14
00122	Film loading mm jackets 0 to 100,000	\$ 0.45	\$ 0.45
00123	Imaging card 8.5 to 14 w/o 0 to 100,000	\$ 0.06	\$ 0.06
00124	Card size 8.5 x 14 w 16 mm 0 to 100,000	\$ 0.10	\$ 0.10
00125	Tiff image to microfilm letter to legal	\$ 0.04	\$ 0.04
00126	Tiff image to microfilm large format	\$ 0.05	\$ 0.05
00127	Sixteen (16) mm microfilm digitizing	\$ 0.05	\$ 0.05
00128	Sixteen (16) mm microfilm digitizing	\$ 0.05	\$ 0.05
00129	Thirty-five (35) mm microfilm digitizing	\$ 0.22	\$ 0.22
00130	Thirty-five (35) mm microfilm digitizing	\$ 0.22	\$ 0.22
00131	Microfiche digitizing	\$ 0.05	\$ 0.05
00132	Microfiche digitizing	\$ 0.05	\$ 0.05
00133	Aperture card digitizing	\$ 0.45	\$ 0.45
00134	Aperture card digitizing	\$ 0.45	\$ 0.45
00136	Sixteen (16) mm one-hundred (100')	\$ 7.95	\$ 7.95
00137	Sixteen (16) mm two-hundred fifteen 215	\$ 13.50	\$ 13.50
00138	Thirty-five (35) mm microfilm processing	\$ 8.95	\$ 8.95
00139	Sixteen (16) mm one-hundred (100') diazo	\$ 8.25	\$ 8.25
00140	Sixteen (16) mm two-hundred fifteen 215	\$ 10.50	\$ 10.50
00141	Thirty-five (35) mm diazo microfilm	\$ 10.50	\$ 10.50
00142	Sixteen (16) mm one-hundred (100')	\$ 14.00	\$ 14.00
00143	Sixteen (16) mm two-hundred fifteen 215	\$ 22.00	\$ 22.00
00144	Thirty-five (35) mm silver microfilm	\$ 30.50	\$ 30.50
00145	Microfiche output	\$ 8.00	\$ 8.00
00146	Microfiche/aperture card duplication COM	\$ 0.14	\$ 0.14
00147	Microfiche/aperture card	\$ 0.14	\$ 0.14
00148	Microfiche/aperture card	\$ 0.14	\$ 0.14

00149	Document destruction Contractor in-house	\$ 5.40	\$ 5.40
00150	Document destruction Contractor in-house	\$ 0.35	\$ 0.35
00152	Microfilm/Microfiche pick-up / delivery	\$ 2.75	\$ 2.75
00153	Microfilm/Microfiche pick-up / delivery	\$ 3.25	\$ 3.25
00154	Microfilm/Microfiche pick-up / delivery	\$ 3.25	\$ 3.25
00155	Microfilm/Microfiche pick-up / delivery	\$ 3.50	\$ 3.50
00156	Microfilm/Microfiche pick-up / delivery	\$ 3.75	\$ 3.75
00157	Microfilm/Microfiche pick-up / delivery	\$ 4.25	\$ 4.25
00361	CD creation	\$ 5.00	\$ 5.00
00362	DVD creation	\$ 8.00	\$ 8.00
00363	USB drive creation	\$ 12.00	\$ 12.00
00364	Optical Character Recognition	\$ 2.00	\$ 2.00
00365	File Transfer Protocol	\$ 10.00	\$ 10.00
00366	Storage data input two (2)	\$ 0.02	\$ 0.02
00367	Storage data input three (3)	\$ 0.02	\$ 0.02
00368	Storage data input four (4)	\$ 0.03	\$ 0.03
00369	Storage data input five (5)	\$ 0.03	\$ 0.03
00370	Rendering of preparation	\$ 35.00	\$ 35.00
00371	Microfilm services sixteen (16) mm to	\$ 0.06	\$ 0.06
00372	Microfilm services sixteen (16) mm to	\$ 0.06	\$ 0.06
00373	Microfilm services sixteen (16) to	\$ 0.06	\$ 0.06
00374	Microfilm services thirty-five (35) mm	\$ 0.85	\$ 0.85
00375	Microfilm services thirty-five (35) mm	\$ 0.85	\$ 0.85
00376	Microfilm services thirty-five (35) mm	\$ 0.85	\$ 0.85
00377	Film loading aperture cards	\$ 0.14	\$ 0.14
00378	Film loading aperture cards	\$ 0.14	\$ 0.14
00379	Film loading aperture cards	\$ 0.12	\$ 0.12
00380	Film loading microfilm jackets	\$ 0.45	\$ 0.45
00381	Film loading microfilm jackets	\$ 0.45	\$ 0.45
00382	Film loading microfilm jackets	\$ 0.45	\$ 0.45
00383	Imaging services card size	\$ 0.06	\$ 0.06
00384	Imaging services card size	\$ 0.06	\$ 0.06
00385	Imaging services card size	\$ 0.06	\$ 0.06
00386	Card size to eight-five (8.5) x	\$ 0.08	\$ 0.08
00387	Card size to eight-five (8.5) x	\$ 0.08	\$ 0.08
00388	Card size to eight-five (8.5) x	\$ 0.08	\$ 0.08
00389	Tiff image to microfilm letter to legal	\$ 0.05	\$ 0.05
00390	Tiff image to microfilm letter to legal	\$ 0.05	\$ 0.05
00391	Tiff image to microfilm letter to legal	\$ 0.05	\$ 0.05
00392	Tiff image to microfilm large format	\$ 0.30	\$ 0.30
00393	Tiff image to microfilm large format	\$ 0.30	\$ 0.30
00394	Tiff image to microfilm large format	\$ 0.30	\$ 0.30
00395	Sixteen (16) mm microfilm digitizing	\$ 0.05	\$ 0.05
00396	Sixteen (16) mm microfilm digitizing	\$ 0.05	\$ 0.05
00397	Sixteen (16) mm microfilm digitizing	\$ 0.05	\$ 0.05
00398	Sixteen (16) mm microfilm digitizing	\$ 0.05	\$ 0.05
00399	Sixteen (16) mm microfilm digitizing	\$ 0.05	\$ 0.05
00400	Sixteen (16) mm microfilm digitizing	\$ 0.05	\$ 0.05
00401	Thirty-five (35) mm microfilm digitizing	\$ 0.22	\$ 0.22
00402	Thirty-five (35) mm microfilm digitizing	\$ 0.22	\$ 0.22
00403	Thirty-five (35) mm microfilm digitizing	\$ 0.22	\$ 0.22
00404	Thirty-five (35) mm microfilm digitizing	\$ 0.22	\$ 0.22
00405	Thirty-five (35) mm microfilm digitizing	\$ 0.20	\$ 0.20
00406	Thirty-five (35) mm microfilm digitizing	\$ 0.20	\$ 0.20
00407	Microfiche digitizing	\$ 0.04	\$ 0.04
00408	Microfiche digitizing	\$ 0.04	\$ 0.04

00409	Microfiche digitizing	\$ 0.04	\$ 0.04
00410	Microfiche digitizing	\$ 0.04	\$ 0.04
00411	Microfiche digitizing	\$ 0.04	\$ 0.04
00412	Microfiche digitizing	\$ 0.04	\$ 0.04
00413	Aperture card digitizing	\$ 0.45	\$ 0.45
00414	Aperture card digitizing	\$ 0.45	\$ 0.45
00415	Aperture card digitizing	\$ 0.45	\$ 0.45
00416	Aperture card digitizing	\$ 0.45	\$ 0.45
00417	Aperture card digitizing	\$ 0.45	\$ 0.45
00418	Aperture card digitizing	\$ 0.45	\$ 0.45
00419	Sixteen (16) mm one-hundred (100')	\$ 8.15	\$ 8.15
00420	Sixteen (16) mm two-hundred fifteen	\$ 12.50	\$ 12.50
00421	Thirty-five (35) mm	\$ 9.15	\$ 9.15
00422	Sixteen (16) mm one-hundred	\$ 8.25	\$ 8.25
00423	Sixteen (16) mm two-hundred	\$ 10.50	\$ 10.50
00424	Thirty-five (35) mm diazo microfilm	\$ 10.50	\$ 10.50
00425	Sixteen (16) mm one-hundred (100')	\$ 14.00	\$ 14.00
00426	Sixteen (16) mm two-hundred fifteen	\$ 22.00	\$ 22.00
00427	Thirty-five (35) mm silver	\$ 30.50	\$ 30.50

Note: Cost for unit pricing is based on a quantity of one (1) unit each. The total potential value of all the contracts are estimated amounts and may be adjusted as needed, but will not exceed the total projected value of all combined contracts in the amount of eight million, five hundred thousand dollars (\$8,500,000.00).



**Procurement Manager**  
DONNA J. POTTS, CPPB