



General Services Administration  
 Federal Supply Service  
 Authorized Federal Supply Schedule Price List



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**MAS – Multiple Award Schedule**  
 Document Management Products, Systems, Services and Solutions

**Special Item Numbers: 541611RM, 541611DC**  
 Records Management Services/ Document Conversion Services

**Contract Number: GS-25F-0066M**

**Contract Period:**  
 October 1, 2001 through September 30, 2021

**Business Size: Large**

**Federal ID: 23-2588479**

Pricing effective June 30, 2020 Modification 103 dated June 30, 2020.

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

For more information on ordering from Federal Supply Schedules click on the FSS schedules button at [fss.gsa.gov](http://fss.gsa.gov)

## Section 1. Customer Information



1a.	Awarded Special Item Numbers	541611RM – Records Management Service; 541611DC – Document Conversion Services
1b.	Lowest Price Model	Not Applicable
1c.	Hourly Rates	Records Management (see p. 6 of this Pricelist for details)
2.	Maximum Order	Except as otherwise provided in the contract, the total dollar value per order placed shall not exceed \$1,000,000 for Special Item Number (SINs) 541611RM and 541611DC
3.	Minimum Order	See Service Line
4.	Geographic Coverage	48 Contiguous States, the District of Columbia, and Puerto Rico
5.	Point(s) of Production	Not Applicable
6.	Net Prices	The prices in this Pricelist reflect net, and all discounts have been deducted.
7.	Quantity Discounts	None
8.	Prompt Payment	No additional discount offered
9a.	Government Purchase Cards	MasterCard and Visa are accepted for purchases below the micropurchase threshold
10.	Foreign Items	None
11a.	Time of Delivery	Regular Delivery
11b.	Expedited Delivery	Expedited delivery is not available to all locations
11c.	Overnight and 2-Day Delivery	Overnight and 2-day delivery is not available to all locations
11d.	Urgent Requirements	Four-hour rush delivery is available to some locations. Please contact the local Iron Mountain office to check availability and to request this service (open market item).
12.	F.O.B Point	Origin
13a.	Ordering Address	All Services: Gregory Swennumson Iron Mountain Information Management, LLC 1821 Michael Faraday Drive, Suite 100 Reston, VA 20190 Telephone: +1 (703) 889-6136 Fax: +1 (703) 738-7757 Email:

13b.	Ordering Procedures	For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage ( <a href="http://fss.gsa.gov/schedules">fss.gsa.gov/schedules</a> ).
14.	Payment Address	For Records Management Services, Document Conversion and Image on Demand Services, and Data Management Services, payment shall be sent to the remittance address as noted on the applicable invoice.
15.	Warranty Provision	The warranty applicable to each respective type of service provided under this Pricelist is stated in the Special Terms and Conditions in Section 2 of this Pricelist (Listing of Products and Services and Appendix).
16.	Export Packing Charges	Not applicable
17.	Terms and Conditions of Government Purchase Card Acceptance	Contractor will accept government purchase card for orders.
18.	Terms and Conditions of Rental, Maintenance, and Repair	Not applicable
19.	Terms and Conditions of Installation	Not applicable
20.	Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List Prices	Not applicable
20a.	Terms and Conditions for any other services	Special Terms and Conditions applicable to each respective type of service as stated in Section 2 of this Pricelist (Listing of Products and Services and Appendix).
21.	List of service and distribution points	Place of performance is offered at multiple locations – list available on request.
22.	List of Participating Dealers	None
23.	Preventive Maintenance	Not applicable
24a.	Environmental Attributes	Not applicable
24b.	Section 508 Compliance	Not applicable
25.	DUNS Number	621417633
26.	Central Contractor Registration (CCR)	Iron Mountain Information Management, LLC, has registered in the System for Award Management (SAM) database.
27.	CAGE Code	1F2Y7

## Section 2. Listing of Products and Services



This section of the Pricelist provides a listing of the services available from Iron Mountain Information Management, LLC. Under SIN 541611RM Iron Mountain provides (1) Records Management Services, (2) Document Conversion Services and Image on Demand, (3) Data Management Services for Federal Records, and (4) Commercial Data Management Services. Pricing for each of the three respective service groupings are provided below. For all services, the net price to the Government for each service is reflected (i.e., the prices reflect all discounts and are inclusive of the IFF).

Any questions regarding the services and prices included in this Pricelist should be referred to the following:

Gregory Swennumson  
 Iron Mountain Information Management, LLC  
 1821 Michael Faraday Drive, Suite 100  
 Reston, VA 20190  
 Telephone: +1 (703) 889-6140  
 Fax: +1 (703) 738-7757  
 Email: #NASSGovernmentAll@ironmountain.com

### Federal Records Management Services (Special Item No. 541611RM)

#### Records Storage Services For Federal Records

**Service Overview** Iron Mountain offers customers full services for all facets of records storage, including retrieval, transportation and processing. The Company also designs and implements enterprise-wide records management programs encompassing policy, roll-out and records management systems. Iron Mountain’s solution is cost effective and provides customers with quick and easy access to records in storage.

With a wide variety of cartons and supplies for all storage requirements, Iron Mountain offers assured quality, convenience and security to all customers.

The following identifies the specific Iron Mountain Records Management Records Storage Services and related prices available under this Pricelist.

Federal Records Storage (see <a href="http://cic.ironmountain.com/records/glossary">http://cic.ironmountain.com/records/glossary</a> for service definitions)			
Item #	Task / Description	GSA Price/Unit	Unit
RM01	<b>Storage – Temporary Records (&lt;100,000 cubic feet)</b> Storage of unclassified records. Not available in all Iron Mountain locations. Less than 100,000 cubic feet of storage. Applies to Federal records storage as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.	\$0.30	Per cubic foot

## Federal Records Storage

(see <http://cic.ironmountain.com/records/glossary> for service definitions)

Item #	Task / Description	GSA Price/Unit	Unit
<b>RM02</b>	<p><b>Storage – Temporary Records (&gt;=100,000 cubic feet)</b></p> <p>Storage of unclassified records. Not available in all Iron Mountain locations. Greater than or equal to 100,000 cubic feet of storage. Applies to Federal records storage as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.</p>	\$0.19	Per cubic foot
<b>RM03</b>	<p><b>Minimum Storage</b></p> <p>A minimum monthly storage charge that is applied to a customer's account when the storage charges do not meet the customer's contractual minimum storage requirement. Applies to Federal records storage as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.</p>	\$106.16	Per month
<b>RM04</b>	<p><b>Administration Fee – Summary Billing</b></p> <p>Monthly fee for account maintenance, support, and administrative services for those accounts receiving summary billing. Applies to Federal records storage as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.</p>	\$27.19	Per account ID
<b>RM05</b>	<p><b>Administration Fee – Detailed Billing</b></p> <p>Monthly fee for account maintenance, support and administrative services for those accounts receiving detailed billing. Applies to Federal records storage as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.</p>	\$67.98	Per account ID
<b>RM06</b>	<p><b>Receiving and Entry – Cartons</b></p> <p>The act of processing new deposits when they are first received at an Iron Mountain facility, resulting in an increased storage volume. Applies to Federal records storage as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.</p>	\$1.12	Per cubic foot
<b>RM07</b>	<p><b>Regular Retrieval – Carton</b></p> <p>Temporary removal of Cartons from storage, scheduled for Regular Delivery. Applies to Federal records storage as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.</p>	\$1.92	Per cubic foot
<b>RM08</b>	<p><b>Regular Retrieval – File from Carton</b></p> <p>Temporary removal of Files from a Carton, scheduled for Regular Delivery. Applies to Federal records storage as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.</p>	\$2.54	Each

## Federal Records Storage

(see <http://cic.ironmountain.com/records/glossary> for service definitions)

Item #	Task / Description	GSA Price/Unit	Unit
<b>RM09</b>	<b>Rush Retrieval – Carton</b> Temporary removal of Cartons from storage, scheduled for Rush Delivery. Applies to Federal records storage as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.	\$3.88	Per cubic foot
<b>RM10</b>	<b>Rush Retrieval – File from Carton</b> Temporary removal of Files from a Carton, scheduled for Rush Delivery. Applies to Federal records storage as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.	\$5.00	Each
<b>RM11</b>	<b>Archival Destruction – Carton</b> The process of securely shredding Cartons, and their paper based contents, stored with Iron Mountain upon authorization by the Customer. Applies to Federal records storage as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.	\$2.59	Per cubic foot plus Regular Retrieval Charge
<b>RM12</b>	<b>Permanent Withdrawal – Carton</b> The act of processing a Permanent Withdrawal order to prepare and confirm items retrieved at Iron Mountain’s dock for transportation and to update the status of the item in the inventory system as permanently removed. Applies to Federal records storage as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.	\$2.44	Per cubic foot plus Regular Retrieval Charge
<b>RM13</b>	<b>Regular Refile – Carton</b> A Carton previously retrieved by a customer that is returned to storage at an Iron Mountain facility. Applies to Federal records storage as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.	\$3.77	Per cubic foot
<b>RM14</b>	<b>Regular Refile – File to Carton</b> A File previously retrieved by a customer that is returned to storage at an Iron Mountain facility. Applies to Federal records storage as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.	\$2.19	Each
<b>RM15</b>	<b>Interfile</b> A new File that is sent to storage and inserted into an existing Carton. Applies to Federal records storage as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.	\$1.85	Each

## Federal Records Storage

(see <http://cic.ironmountain.com/records/glossary> for service definitions)

Item #	Task / Description	GSA Price/Unit	Unit
<b>RM16</b>	<p><b>Document Insert</b></p> <p>A new Document that is sent to storage and inserted into an existing File. Applies to Federal records storage as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.</p>	\$2.71	Each
<b>RM17</b>	<p><b>Individual Listing of Files</b></p> <p>Data entry of file descriptions into Iron Mountain database. Applies to Federal records storage as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.</p>	\$0.36	Each
<b>RM18</b>	<p><b>Minimum Service Order Charge</b></p> <p>Minimum charge for an Order, excluding transportation related services. Applies to Federal records storage as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.</p>	\$10.80	Per order
<b>RM19</b>	<p><b>Photocopy Service</b></p> <p>Photocopy of pages contained in customer's inventory. Applies to Federal records storage as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.</p>	\$0.13	Per page
<b>RM20</b>	<p><b>Facsimile Services</b></p> <p>Facsimile of pages contained in customer's inventory. Applies to Federal records storage as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.</p>	\$0.53	Per page
<b>RM21</b>	<p><b>Miscellaneous Hourly Labor</b></p> <p>Charges for unclassified miscellaneous services requested by a customer that are not specifically described and provided for in the customer's Pricing Schedule or in the Additional Services section of Iron Mountain's online Customer Information Center. Miscellaneous Services are billed in 15 minute increments. Examples include transmittal preparation; file packing and purging; re-labeling, re-boxing, data capture/indexing and data entry.</p> <p>Minimum years of experience: 1 year. Minimum education requirement: High School or equivalent. Applies to Federal records storage as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.</p>	\$34.84	Per hour

## Federal Records Storage

(see <http://cic.ironmountain.com/records/glossary> for service definitions)

Item #	Task / Description	GSA Price/Unit	Unit
<b>RM22</b>	<p><b>Regular Pick-up (within 50 mile radius)</b></p> <p>Use this service to schedule the pickup of material from an address located within 50 miles of the Iron Mountain storage facility. Pickup will occur one time a week via a predetermined schedule. Applies to Federal records storage as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.</p>	\$20.48	Per transportation visit
<b>RM23</b>	<p><b>Rush Pick-up (within 50 mile radius)</b></p> <p>Use this service to schedule the pickup of material from an address located within 50 miles of the Iron Mountain storage facility. Pickup orders placed before 4:00 p.m. on a Business Day will be picked up on the following Business Day. Applies to Federal records storage as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.</p>	\$71.86	Per transportation visit
<b>RM24</b>	<p><b>Regular Delivery (within 50 mile radius)</b></p> <p>Use this service to request the delivery of material to an address located within 50 miles of the Iron Mountain storage facility. Orders of 2 boxes or less or 10 files or less that are ordered by 3:00 p.m. will be delivered within 48 hours by a third party transportation vendor. Orders greater than 2 boxes or greater than 10 files will be delivered one time a week via a predetermined schedule and be serviced by Iron Mountain. Applies to Federal records storage as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.</p>	\$20.48	Per transportation visit
<b>RM26</b>	<p><b>Rush Delivery – Business Day (within 50 mile radius)</b></p> <p>Use this service to request the delivery of material to an address located within 50 miles of the Iron Mountain storage facility. Delivery within 3 hours of placement of Order (for orders received not later than 2:00 p.m.) on a Business Day. Applies to Federal records storage as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.</p>	\$71.86	Per transportation visit
<b>RM27</b>	<p><b>Rush Delivery – Weekends/Holidays/After Hours (within 50 mile radius)</b></p> <p>Use this service to request the delivery of material to an address located within 50 miles of the Iron Mountain storage facility. Delivery within 4 hours of placement of Order on a weekend, holiday, or after Business Hours. Applies to Federal records storage as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.</p>	\$144.34	Per transportation visit

Federal Records Storage (see <a href="http://cic.ironmountain.com/records/glossary">http://cic.ironmountain.com/records/glossary</a> for service definitions)			
Item #	Task / Description	GSA Price/Unit	Unit
RM28	<b>Transportation Handling Fee</b> Use this service in conjunction with RM22, RM23, RM24, RM26, and RM27 for each cubic foot of material that is to be transported to or from an address. Applies to Federal records storage as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.	\$1.76	Per cubic foot
RM29	<b>Third-party Shipping – Handling Fee</b> Use this service when material is to be delivered using a third party courier outside of Iron Mountain’s partner network.*Note – Third-party transportation quotes using Iron Mountain trusted partner network can be obtained using an open market quote. Applies to Federal records storage as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.	\$2.72	Each
RM30	<b>Onsite Review Room</b> A service in which a customer leverages an Onsite Review Room within an Iron Mountain facility. Applies to Federal records storage as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.	\$188.54	Per Day
RM31	<b>Re-boxing Charge</b> The re-boxing of customer material when the condition of the Carton will not support other Cartons in a standard storage configuration, or when the Carton is not safe for transport or handling. Applies to Federal records storage as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.	\$5.10	Per Carton
RM32	<b>Standard Carton</b> Use this service to request a Standard 1.2 cubic feet Carton. Applies to Federal records storage as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.	\$2.10	Each

## Document Conversion Services and Image on Demand (Special Item No. 541611RM)

### Image on Demand

Service Overview Image on Demand (IOD) provides a cost-effective conversion solution for paper-based documents that have low retrieval needs. Rather than scanning all documents, which can be costly — and is often unnecessary — you can outsource a complete document library to Iron Mountain and have users request

specific documents on demand as needed. Those documents are quickly retrieved, scanned, and made available to your users. This pay-as-you-go service minimizes costs by digitizing only requested documents.

## Features

- Scan the documents you need when you need them without the high cost of a full digital conversion
- Meets your unique records management challenges, providing fast access to your most essential business documents while adhering to your budget requirements.
- Fast, easy and convenient retrieval, including rush delivery if requested.
- Pay-as-you-go service model with no up-front capital expenditure.
- Secure chain of custody; the original document never leaves the security of the Iron Mountain facility.

## Image on Demand Conversion Overview

Source documents to be converted come from existing hard copy deposits stored at Iron Mountain. Individual files can be requested for retrieval through Iron Mountain's on-line customer portal (IMConnect). Upon receipt of the request the file is retrieved from storage, prepared for imaging, scanned and re-filed to the original storage location. Once the scan of the file is complete, the requestor will receive an email notification; in order to retrieve the imaged file, the requester will authenticate their credentials through IMConnect. When authentication is complete, the user can download their scanned image via their PC. All users must be authorized users of IMConnect In order to retrieve files from the server.

## Definition of Service

The IOD conversion process includes several steps: Document Preparation, Scanning, Quality Control, and Re-Assembly (scope of activities are defined below). Eight (8) minutes of labor are provided for each file requested for IOD conversion; this labor amount has been deemed adequate to accommodate the majority of IOD file applications. For file applications requiring more complex processes, additional labor costs may be applied (charged in 15-minute increments).

## Document Preparation

Upon receipt of the file to the imaging center, it will be prepared for imaging. Typical preparation includes insertion of a single separator sheet, removal of fasteners and bindings, flattening bent corners, document orientation, making minor repairs, and repositioning of smaller documents. Flatbed scanning may be required in some instances and will be charged per page (photocopy fee applies). A single standard separator sheet will be used for each file processed.

## Scanning and Image Processing

The physical source documents will be converted to an electronic format at 300 DPI, in black and white as a PDF multi-page image. The images will be scanned in duplex mode set with automatic blank page deletion at 5K or less per page; images over 5K that contain no appreciable information will be considered as a viable digital image. Deskewing, auto orientation and edge cleanup will be an automated process. The output of the automated process will be accepted as is.

## Image Quality Control

Iron Mountain provides quality control by comparing each physical page (100% of volume) with the converted digital image.

## Document Reassembly

Upon completion of the scan process, the deposits are returned to original folder without any applied bindings.

## Image Indexing

IOD files will contain a single index field identified as the SKP order number. In addition to receipt of the scanned image, requestor will also receive an XML file that includes additional data fields (only data that has been previously indexed into SKP will be included in the XML file).

## Image Output – Secure Email Delivery

The requestor will receive an email notification that the image is ready for retrieval. By selecting the link embedded in the email, the retriever will be validated as authorized through their user credentials established within IMConnect (must be pre-registered). Once authorized, the user will be able to retrieve both the scanned image and the XML data file. The link will be valid, and image available for retrieval, for a period of 30 days from initial notification.

## Post Processing – Source Document Disposition

The file folder will be returned to its original location after the conversion process is complete.

Image on Demand (see <a href="http://cic.ironmountain.com/records/glossary">http://cic.ironmountain.com/records/glossary</a> for service definitions)			
Item #	Task / Description	GSA Price/Unit	Unit
IOD01	<b>Image on Demand File Scan (includes first 15 pages)</b> Use this service when source documents to be converted (scanned) come from existing hard copy (paper) documents stored at Iron Mountain. The Image On Demand (IOD) conversion process includes several steps: Document Preparation, Scanning, Quality Control, and Re-Assembly (scope of activities are defined below). The Image on Demand File Scan Rate is a flat fee that includes up to 15 pages of imaging.	\$4.81	Per file plus Regular Retrieval and Refile
IOD02	<b>Digital Images Scanned (in excess of cap)</b> This is the price for Image on Demand (IOD) scanning beyond the first 15 pages included in the Image On Demand File Scan service described in Item # RM33.	\$0.17	Per image
IOD03	<b>Image Transmission – Next Day</b> Turnaround times for Image on Demand services will be equivalent to the service levels currently in effect for Customer's Records Management services. The default service includes the transmission of images to the customer under which Orders that are placed by 3:00 p.m. local time are scheduled for delivery on the next Business Day. This delivery schedule is premised on the Order not exceeding fifty (50) Items.	\$0.00	Per order

## Image on Demand

(see <http://cic.ironmountain.com/records/glossary> for service definitions)

Item #	Task / Description	GSA Price/Unit	Unit
<b>IOD04</b>	<p><b>Image Transmission – Half Day</b></p> <p>Turnaround times for Image on Demand services will be equivalent to the service levels currently in effect for Customer's records management services. The default service includes the transmission of images to the customer under which Orders that are placed by 10:00 a.m. local time on a Business Day are scheduled for delivery on the same Business Day; or, if Orders are placed later than 10:00 a.m., but prior to 3:00 p.m. on a Business Day, delivery is scheduled for no later than 12:00 p.m. on the next Business Day. This delivery schedule is premised on the Order not exceeding fifty (50) Items.</p>	\$26.18	Per order
<b>IOD05</b>	<p><b>Image Transmission – After Hours, Holiday, Weekend</b></p> <p>Use this service when image on demand transmission service is requested outside of normal business hours – Monday through Friday 8:00 a.m. to 5:00 p.m. Requests for service on weekends and communicated holidays are also considered After Hours services.</p>	\$132.10	Per order
<b>IOD06</b>	<p><b>Order Minimum (Image on Demand)</b></p> <p>A minimum order charge applied to a customer's account when the service order does not meet the customer's contractual service order minimum, as set forth in the Pricing Schedule.</p>	\$20.61	Per order

### Notes

The IOD File scan rate includes up to 8-minutes of total labor covering document preparation, scanning, quality control, extra indexing, scanning non-letter legal documents and reassembly; file conversion work that exceeds 8-minutes per file will be charged an hourly rate in 15-minute increments (per order) at open market rates.

Flatbed Scanning may be required and will be invoiced at the current photocopy rate.

Turnaround times for Image on Demand services will be equivalent to the service levels currently in effect for Customer's records management services.

Activation is required in order to enable receipt of images can begin; activation is contingent on an agreed statement of work defining the deliverables.

Rates defined above do not include charges for retrieval, refile, disposition, or physical delivery of source documentation. Pricing for these services are based on existing rates. All other services, not specifically listed herein or quoted on a separate Schedule A, will be charged at Iron Mountain's then current rates.

Order Minimum includes all actions specific to the Image on Demand Order.

Federal Records Management Services Out-Year Pricelist

Item #	Task / Description	GFY 2020 GSA Price/Unit	GFY 2021 GSA Price/Unit
RM01	Storage – Temporary Records (< 100,000 cubic feet)	\$ 0.30	\$ 0.31
RM02	Storage – Temporary Records (>= 100,000 cubic feet)	\$ 0.19	\$ 0.20
RM03	Minimum Storage	\$ 106.16	\$ 108.28
RM04	Administration Fee – Summary Billing	\$ 27.19	\$ 27.74
RM05	Administration Fee – Detailed Billing	\$ 67.98	\$ 69.34
RM06	Receiving and Entry – Cartons	\$ 1.12	\$ 1.14
RM07	Regular Retrieval – Carton	\$ 1.92	\$ 1.96
RM08	Regular Retrieval – File from Carton	\$ 2.54	\$ 2.59
RM09	Rush Retrieval – Carton	\$ 3.88	\$ 3.96
RM10	Rush Retrieval – File from Carton	\$ 5.00	\$ 5.10
RM11	Archival Destruction – Carton	\$ 2.59	\$ 2.64
RM12	Permanent Withdrawal – Carton	\$ 3.77	\$ 3.84
RM13	Regular Refile – Carton	\$ 1.85	\$ 1.89
RM14	Regular Refile – File to Carton	\$ 2.47	\$ 2.52
RM15	Interfile	\$ 2.69	\$ 2.74
RM16	Document Insert	\$ 2.71	\$ 2.76
RM17	Individual Listing of Files	\$ 0.36	\$ 0.37
RM18	Minimum Service Order Charge	\$ 10.80	\$ 11.01
RM19	Photocopy Service	\$ 0.13	\$ 0.13
RM20	Facsimile Services	\$ 0.53	\$ 0.54
RM21	Miscellaneous Hourly Labor	\$ 34.84	\$ 35.54
RM22	Regular Pick-up (within 50 mile radius)	\$ 20.48	\$ 20.90
RM23	Rush Pick-up (within 50 mile radius)	\$ 71.86	\$ 73.30
RM24	Regular Delivery (within 50 mile radius)	\$ 20.48	\$ 20.90
RM26	Rush Delivery – Business Day (within 50 mile radius)	\$ 71.86	\$ 73.30

Item #	Task / Description	GFY 2020 GSA Price/Unit	GFY 2021 GSA Price/Unit
RM27	Rush Delivery – Weekends/Holidays/After Hours (within 50 mile radius)	\$ 144.34	\$ 147.23
RM28	Transportation Handling Fee	\$ 1.76	\$ 1.80
RM29	Third-party Shipping – Handling Fee	\$ 2.72	\$ 2.77
RM30	Onsite Review Room	\$ 188.54	\$ 192.31
RM31	Re-boxing Charge	\$ 5.10	\$ 5.20
RM32	Standard Carton	\$ 2.10	\$ 2.14
IOD01	Image on Demand File Scan (includes first 15 pages)	\$ 4.81	\$ 4.91
IOD02	Digital Images Scanned (in excess of cap)	\$ 0.17	\$ 0.17
IOD03	Image Transmission - Next Day	\$ 0.00	\$ 0.00
IOD04	Image Transmission - Half Day	\$ 26.18	\$ 26.70
IOD05	Image Transmission - After Hours, Holiday, Weekend	\$ 132.10	\$ 134.74
IOD06	Order Minimum (Image on Demand)	\$ 20.61	\$ 21.03

## Document Conversion (Special Item No. 541611DC)

### Document Conversion

**Service Overview** Iron Mountain offers customers full services for all facets of document conversion (DMS) including: Document Preparation, Scanning of textual and graphical documents into digital data, Quality Assurance, Indexing, Document Reassembly, Transfer of Digital Data to a new media.

### Scanning Options

Iron Mountain's document conversion services encompass a wide range of scanning options including paper and microform conversion. On this schedule, pricing is determined by the scanning type, volume tier, and associated add-on services selected for paper scanning projects.

### Scanning Types

Customers may select from the following scanning type options which will determine the base price for services purchased. Base pricing for each scanning type includes pre-determined configuration settings described in this Pricelist and Document Conversion Summary Matrix found in the Appendix:

- Paper (Up to 8.5" by 14")

- Standard Scanning
- Bound Book Scanning
- Flatbed Scanning
- Wide Format Paper
  - Up to 12” by 18”
  - Up to 18” by 24”
  - Up to 24” by 36”
  - Up to 36” by 48”
- Microform
  - Microfilm
  - Microfiche
  - Aperture Cards

## Volume Tiers

Pricing volume tiers are based on the total number of images delivered for a distinct, time-bound conversion project in which all documents to be scanned are made available to Iron Mountain for conversion either: (1) in a single batch prior to the start of the project, or (2) in multiple batches received on an agreed upon recurring schedule (i.e., weekly, bi-weekly, monthly) until all documents are received. Image volumes for differing conversion requirements or projects that do not run concurrently may not be combined to qualify for higher volume tier pricing. Pages with information to be scanned on both the front and back sides will be considered two images.

## Definition of Project

“Per Project” in this Pricelist refers to a distinct, time-bound period of conversion services that utilizes the same scanning requirements and configurations, and in which all documents to be scanned are made available to Iron Mountain for conversion either: (1) in a single batch prior to the start of the project, or (2) in multiple batches received on an agreed upon recurring schedule (i.e., weekly, bi-weekly, monthly) until all documents are received.

## Paper Add-On Services

Paper and Wide Format Paper scanning types include pre-determined scan configurations as described in this Pricelist and Document Conversion Summary Matrix found in the Appendix. Adjustments to the default settings may be made by purchasing one or more add-on services described at the listed add-on fee that will be charged in addition to the initial base price for the respective scanning type. Add-on services and listed prices are only valid when combined with an associated scanning type base price. Add-on services are not available as separate service offerings independent of scanning work. Descriptions of available add-on services are listed below:

- **Color Mode:** By default, documents will be scanned in black and white. Scanning projects requiring color or grayscale scanning will incur a one-time setup fee per project. Customers should note that scanning in color will increase the document size.
- **Document Classification:** Document classification refers to the requirement for separation within files at the document level. In this schedule, classification services include the following ranges of different document types: None (Default), 2 to 5 Types, 6-10 Types and 11-25 Types.
- **Document Preparation:** Document preparation includes the removal of all fasteners and bindings, flattening bent corners, photocopying, document orientation, making minor repairs, repositioning of smaller documents, inserting applicable separator sheets, and tearing tri-folds when necessary. Document preparation levels include: Customer Prepared (default), Light, Standard and Heavy.
- **Document Reassembly:** Document reassembly refers to the action(s) taken upon completion of the scan process in which deposits either are returned to the original folder without any applied bindings or require of restoration actions beyond simply placing them into the original file folders. Document reassembly levels include: None (Default), Simple, Partial and Full.
- **Scan Resolution:** By default, documents will be scanned at 200 DPI. Scanning projects requiring 300 DPI scan resolution will be priced at the associated add-on fee.
- **Quality Assurance:** By default, Iron Mountain provides quality assurance by perform statistical quality control utilizing the ANSI/ASQC Standard Z1.4 at a 1.0 Acceptable Quality Level (AQL) to establish the sample size(s), acceptance, rejection and re-sampling parameters. Re-scanning will be conducted as required. Customers may select an alternative quality assurance option, at the listed add-on fee, in which Iron Mountain compares each physical page (100% of volume) with the converted digital image. Customer may also choose to select image clean-up services at an additional add-on fee.
- **Image Release:** By default, Iron Mountain will prepare images for release per the customer's choice of DVD, USB or Hard Drive according to the customer's file naming, directory structure and metadata requirements.
- **Image Output:** Default image output will be a multi-page, image-only PDF or multi-page TIFF image file for each document. Scanning projects requiring a Searchable PDF output in which OCR conversion produces the recognized text equivalent of the image contents, allowing Adobe Acrobat search functionality within PDF files will be priced according to the listed add-on fee.

**Indexing:** Indexing creates necessary metadata fields to support standard search functionality to access the documents or data captured to facilitate a transaction or decision. The customer will provide examples of the documentation with index fields identified prior to implementation of project. Samples will be complete and representative of documents Iron Mountain will receive during the course of the project. Any document type or variation not included in this sample will be indexed at best effort, but not applicable to Iron Mountain quality

requirements. For manually indexed fields, Iron Mountain will only capture data present on image. Blank or default values will be provided for missing or illegible data as defined by the customer.

Federal Document Conversion  
Up to 8.5 x 14 Paper Scanning Services  
(see <http://cic.ironmountain.com/records/glossary> for service definitions)

Item #	Task / Description	GSA Price/Unit	Unit
<b>DMS01</b>	<b>Standard Scanning – Minimum Fee</b> Minimum fee for standard scanning of up to 8.5 x 14 standard paper for a volume of less than 2,000,000 images. Features black & white scanning, a scan resolution of 200 dpi, statistical vs. image quality review, standard TIFF or PDF image output, and image release on a DVD, USB or hard drive. 100% autofeed scanning.	\$326.92	Per Project
<b>DMS02</b>	<b>Standard Scanning - Tier 1</b> Price per image for standard scanning of up to 8.5 x 14 standard paper for a volume of 10,000 images or less. Features black & white scanning, a scan resolution of 200 dpi, statistical vs. image quality review, standard TIFF or PDF image output, and image release on a DVD, USB or hard drive. 100% autofeed scanning.	\$0.075	Per Image
<b>DMS03</b>	<b>Standard Scanning - Tier 2</b> Price per image for standard scanning of up to 8.5 x 14 standard paper for a volume of 10,001 - 49,999 images. Features black & white scanning, a scan resolution of 200 dpi, statistical vs. image quality review, standard TIFF or PDF image output, and image release on a DVD, USB or hard drive. 100% autofeed scanning.	\$0.062	Per Image
<b>DMS04</b>	<b>Standard Scanning - Tier 3</b> Price per image for standard scanning of up to 8.5 x 14 standard paper for a volume of 50,000 - 1,999,999 images. Features black & white scanning, a scan resolution of 200 dpi, statistical vs. image quality review, standard TIFF or PDF image output, and image release on a DVD, USB or hard drive. 100% autofeed scanning.	\$0.051	Per Image
<b>DMS05</b>	<b>Standard Scanning – Tier 4+ Minimum Fee</b> Minimum fee for standard scanning of up to 8.5 x 14 standard paper for a volume of 2,000,000 images or more. Features black & white scanning, a scan resolution of 200 dpi, statistical vs. image quality review, standard TIFF or PDF image output, and image release on a DVD, USB or hard drive. 100% autofeed scanning.	\$92,544.80	Per Project

Federal Document Conversion  
Up to 8.5 x 14 Paper Scanning Services  
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Item #	Task / Description	GSA Price/Unit	Unit
<b>DMS06</b>	<p><b>Standard Scanning - Tier 4</b></p> <p>Price per image for standard scanning of up to 8.5 x 14 standard paper for a volume of 2,000,000 - 4,999,999 images. Features black &amp; white scanning, a scan resolution of 200 dpi, statistical vs. image quality review, standard TIFF or PDF image output, and image release on a DVD, USB or hard drive. 100% autofeed scanning.</p>	\$0.046	Per Image
<b>DMS07</b>	<p><b>Standard Scanning - Tier 5</b></p> <p>Price per image for standard scanning of up to 8.5 x 14 standard paper for a volume of 5,000,000 - 19,999,999 images. Features black &amp; white scanning, a scan resolution of 200 dpi, statistical vs. image quality review, standard TIFF or PDF image output, and image release on a DVD, USB or hard drive. 100% autofeed using scanning.</p>	\$0.042	Per Image
<b>DMS08</b>	<p><b>Standard Scanning - Tier 6</b></p> <p>Price per image for standard scanning of up to 8.5 x 14 standard paper for a volume of 20,000,000 images or more. Features black &amp; white scanning, a scan resolution of 200 dpi, statistical vs. image quality review, standard TIFF or PDF image output, and image release on a DVD, USB or hard drive. 100% autofeed scanning.</p>	\$0.039	Per Image
<b>DMS09</b>	<p><b>Bound Book Scanning - Minimum Fee</b></p> <p>Minimum fee for standard scanning of up to 8.5 x 14 bound book paper for a volume of less than 2,000,000 images. Features black &amp; white scanning, a scan resolution of 200 dpi, statistical vs. image quality review, standard TIFF or PDF image output, and image release on a DVD, USB or hard drive. 100% manual flatbed book scanning.</p>	\$1,005.92	Per Project
<b>DMS10</b>	<p><b>Bound Book Scanning - Tier 1</b></p> <p>Price per image for standard scanning of up to 8.5 x 14 bound book paper for a volume of 10,000 images or less. Features black &amp; white scanning, a scan resolution of 200 dpi, statistical vs. image quality review, standard TIFF or PDF image output, and image release on a DVD, USB or hard drive. 100% manual flatbed book scanning.</p>	\$0.245	Per Image

Federal Document Conversion  
Up to 8.5 x 14 Paper Scanning Services  
(see <http://cic.ironmountain.com/records/glossary> for service definitions)

Item #	Task / Description	GSA Price/Unit	Unit
<b>DMS11</b>	<b>Bound Book Scanning - Tier 2</b> Price per image for standard scanning of up to 8.5 x 14 bound book paper for a volume of 10,001 - 49,999 images. Features black & white scanning, a scan resolution of 200 dpi, statistical vs. image quality review, standard TIFF or PDF image output, and image release on a DVD, USB or hard drive. 100% manual flatbed book scanning.	\$0.233	Per Image
<b>DMS12</b>	<b>Bound Book Scanning - Tier 3</b> Price per image for standard scanning of up to 8.5 x 14 bound book paper for a volume of 50,000 - 1,999,999 images. Features black & white scanning, a scan resolution of 200 dpi, statistical vs. image quality review, standard TIFF or PDF image output, and image release on a DVD, USB or hard drive. 100% manual flatbed book scanning.	\$0.222	Per Image
<b>DMS13</b>	<b>Bound Book Scanning – Tier 4+ Minimum Fee</b> Minimum fee for standard scanning of up to 8.5 x 14 bound book paper for a volume of 2,000,000 images or more. Features black & white scanning, a scan resolution of 200 dpi, statistical vs. image quality review, standard TIFF or PDF image output, and image release on a DVD, USB or hard drive. 100% manual flatbed book scanning.	\$50,296.07	Per Project
<b>DMS14</b>	<b>Bound Book Scanning - Tier 4</b> Price per image for standard scanning of up to 8.5 x 14 bound book paper for a volume of 2,000,000 - 4,999,999 images. Features black & white scanning, a scan resolution of 200 dpi, statistical vs. image quality review, standard TIFF or PDF image output, and image release on a DVD, USB or hard drive. 100% manual flatbed book scanning.	\$0.186	Per Image
<b>DMS15</b>	<b>Bound Book Scanning - Tier 5</b> Price per image for standard scanning of up to 8.5 x 14 bound book paper for a volume of 5,000,000 - 19,999,999 images. Features black & white scanning, a scan resolution of 200 dpi, statistical vs. image quality review, standard TIFF or PDF image output, and image release on a DVD, USB or hard drive. 100% manual flatbed book scanning.	\$0.172	Per Image

Federal Document Conversion  
Up to 8.5 x 14 Paper Scanning Services  
(see <http://cic.ironmountain.com/records/glossary> for service definitions)

Item #	Task / Description	GSA Price/Unit	Unit
<b>DMS16</b>	<p><b>Bound Book Scanning - Tier 6</b></p> <p>Price per image for standard scanning of up to 8.5 x 14 bound book paper for a volume of 20,000,000 images or more. Features black &amp; white scanning, a scan resolution of 200 dpi, statistical vs. image quality review, standard TIFF or PDF image output, and image release on a DVD, USB or hard drive. 100% manual flatbed book scanning.</p>	\$0.172	Per Image
<b>DMS17</b>	<p><b>Flatbed Scanning - Minimum Fee</b></p> <p>Minimum fee for standard scanning of up to 8.5 x 14 flatbed paper for a volume of less than 2,000,000 images. Features black &amp; white scanning, a scan resolution of 200 dpi, statistical vs. image quality review, standard TIFF or PDF image output, and image release on a DVD, USB or hard drive. 100% manual single page flatbed scanning.</p>	\$2,011.84	Per Project
<b>DMS18</b>	<p><b>Flatbed Scanning - Tier 1</b></p> <p>Price per image for standard scanning of up to 8.5 x 14 flatbed paper for a volume of 10,000 images or less. Features black &amp; white scanning, a scan resolution of 200 dpi, statistical vs. image quality review, standard TIFF or PDF image output, and image release on a DVD, USB or hard drive. 100% manual single page flatbed scanning.</p>	\$0.423	Per Image
<b>DMS19</b>	<p><b>Flatbed Scanning - Tier 2</b></p> <p>Price per image for standard scanning of up to 8.5 x 14 flatbed paper for a volume of 10,001 - 49,999 images. Features black &amp; white scanning, a scan resolution of 200 dpi, statistical vs. image quality review, standard TIFF or PDF image output, and image release on a DVD, USB or hard drive. 100% manual single page flatbed scanning.</p>	\$0.413	Per Image
<b>DMS20</b>	<p><b>Flatbed Scanning - Tier 3</b></p> <p>Price per image for standard scanning of up to 8.5 x 14 flatbed paper for a volume of 50,000 - 1,999,999 images. Features black &amp; white scanning, a scan resolution of 200 dpi, statistical vs. image quality review, standard TIFF or PDF image output, and image release on a DVD, USB or hard drive. 100% manual single page flatbed scanning.</p>	\$0.402	Per Image

Federal Document Conversion  
Up to 8.5 x 14 Paper Scanning Services  
(see <http://cic.ironmountain.com/records/glossary> for service definitions)

Item #	Task / Description	GSA Price/Unit	Unit
<b>DMS21</b>	<b>Flatbed Scanning - Tier 4+ Minimum Fee</b> Minimum fee for standard scanning of up to 8.5 x 14 flatbed paper for a volume of 2,000,000 images or more. Features black & white scanning, a scan resolution of 200 dpi, statistical vs. image quality review, standard TIFF or PDF image output, and image release on a DVD, USB or hard drive. 100% manual single page flatbed scanning.	\$50,296.07	Per Project
<b>DMS22</b>	<b>Flatbed Scanning - Tier 4</b> Price per image for standard scanning of up to 8.5 x 14 flatbed paper for a volume of 2,000,000 - 4,999,999 images. Features black & white scanning, a scan resolution of 200 dpi, statistical vs. image quality review, standard TIFF or PDF image output, and image release on a DVD, USB or hard drive. 100% manual single page flatbed scanning.	\$0.336	Per Image
<b>DMS23</b>	<b>Flatbed Scanning - Tier 5</b> Price per image for standard scanning of up to 8.5 x 14 flatbed paper for a volume of 5,000,000 - 19,999,999 images. Features black & white scanning, a scan resolution of 200 dpi, statistical vs. image quality review, standard TIFF or PDF image output, and image release on a DVD, USB or hard drive. 100% manual single page flatbed scanning.	\$0.313	Per Image
<b>DMS24</b>	<b>Flatbed Scanning - Tier 6</b> Price per image for standard scanning of up to 8.5 x 14 flatbed paper for a volume of 20,000,000 images or more. Features black & white scanning, a scan resolution of 200 dpi, statistical vs. image quality review, standard TIFF or PDF image output, and image release on a DVD, USB or hard drive. 100% manual single page flatbed scanning.	\$0.313	Per Image

Federal Document Conversion  
Up to 8.5 x 14 Paper Scanning Services  
(see <http://cic.ironmountain.com/records/glossary> for service definitions)

Item #	Task / Description	GSA Price/Unit	Unit
<b>DMS25</b>	<b>Color Setup</b> Includes add-on service for color or grayscale setup .Applies to standard bound book, and flatbed scanning services.	\$301.78	Per Project
<b>DMS26</b>	<b>Document Preparation - Light</b> Includes light document preparation services for lightly fastened documents (less than 1 fastener every 20 pages); 99% bond paper; 99%+ letter size and less than 1% require repair or mounting to the carrier sheets. Less than 5 manual sorts. Less than 1% outsort (non-scan documents). Iron Mountain will insert the applicable separate sheets.	\$0.018	Per Image
<b>DMS27</b>	<b>Document Preparation - Standard</b> Includes standard document preparation services for moderately fastened documents (less than 1 fastener every 5 pages); 95% bond paper, remaining office type documents; 95%+ letter size and less than 1% require repair or mounting to the carrier sheets. Between 5 to 10 manual sorts. Less than 1% outsort (non-scan documents). Iron Mountain will insert the applicable separator sheets.	\$0.030	Per Image
<b>DMS28</b>	<b>Document Preparation - Heavy</b> Includes heavy document preparation services for heavily fastened documents (more than 1 fastener every 5 pages) including documents contained in envelopes which require opening and extracting; 80% bond paper, remaining office type documents; 80%+ letter size and less than 2% require repair or mounting to carrier sheets. The documents may vary in condition and file structure.	\$0.064	Per Image
<b>DMS29</b>	<b>Document Reassembly - Simple</b> Includes simple document reassembly services in which scanned documents will be placed back in the original file folder without applying any fasteners.	\$0.003	Per Image
<b>DMS30</b>	<b>Document Reassembly - Partial</b> Includes partial document reassembly services which consists of one or more actions of restoring converted documents to any state short of the "as received state" and greater than simply placing them into the original file folders.	\$0.014	Per Image

Federal Document Conversion  
Up to 8.5 x 14 Paper Scanning Services  
(see <http://cic.ironmountain.com/records/glossary> for service definitions)

Item #	Task / Description	GSA Price/Unit	Unit
<b>DMS31</b>	<b>Document Reassembly - Full</b> Includes full document reassembly services which requires restoration of the converted documents back to their "as received" state.	\$0.031	Per Image
<b>DMS32</b>	<b>Scan Resolution 300 dpi - Standard</b> Includes add-on service for Standard Scanning at 300 dpi scan resolution.	\$0.005	Per Image
<b>DMS33</b>	<b>Scan Resolution 300 dpi - Bound Book</b> Includes add-on service for Bound Book Scanning at 300 dpi scan resolution.	\$0.073	Per Image
<b>DMS34</b>	<b>Scan Resolution 300 dpi – Flatbed</b> Includes add-on service for Flatbed Scanning at 300 dpi scan resolution.	\$0.152	Per Image
<b>DMS35</b>	<b>Quality Assurance - 100% vs. Image</b> Includes conducting quality assurance on 100% of the documentation to its matching image to assure the capture process was accurately performed.	\$0.029	Per Image
<b>DMS36</b>	<b>Quality Assurance - With Clean-up</b> Includes add-on service in addition to either Statistical vs. Image Review or 100% vs. Image Review to perform post virtual rescan (VRS) modifications which includes image orientation cleanup and blank page deletion.	\$0.009	Per Image
<b>DMS37</b>	<b>Image Output - Searchable PDF</b> Includes image output in the form of one multi-page image-plus-text PDF image file for each document. Optical Character Recognition (OCR) conversion produces the recognized text equivalent of the image contents, allowing Adobe Acrobat search functionality within PDF files.	\$0.004	Per Image
<b>DMS38</b>	<b>Indexing - Standard</b> Includes data entry validation and verification services for Standard Scanning to create necessary metadata fields to support standard search functionality to access the documents.	\$0.007	Per Keystroke
<b>DMS39</b>	<b>Indexing - Bound Book</b> Includes data entry validation and verification services for Bound Book Scanning to create necessary metadata fields to support standard search functionality to access the documents.	\$0.008	Per Keystroke

Federal Document Conversion  
Up to 8.5 x 14 Paper Scanning Services  
(see <http://cic.ironmountain.com/records/glossary> for service definitions)

Item #	Task / Description	GSA Price/Unit	Unit
<b>DMS40</b>	<b>Indexing - Flatbed</b> Includes data entry validation and verification services for Flatbed Scanning to create necessary metadata fields to support standard search functionality to access the documents.	\$0.009	Per Keystroke
<b>DMS41</b>	<b>Document Classification - Standard 2-5 Doc Types</b> Includes additional services for Standard Scanning of separation within files at a document level in which each file contains two to five different document types that will be separated by Iron Mountain prior to scanning.	\$0.003	Per Image
<b>DMS42</b>	<b>Document Classification - Standard 6-10 Doc Types</b> Includes additional services for Standard Scanning of separation within files at a document level in which each file contains six to ten different document types that will be separated by Iron Mountain prior to scanning.	\$0.006	Per Image
<b>DMS43</b>	<b>Document Classification - Standard 11-25 Doc Types</b> Includes additional services for Standard Scanning of separation within files at a document level in which each file contains eleven to twenty-five different document types that will be separated by Iron Mountain prior to scanning.	\$0.011	Per Image
<b>DMS44</b>	<b>Document Classification - Flatbed 2-5 Doc Types</b> Includes additional services for Flatbed Scanning of separation within files at a document level in which each file contains two to five different document types that will be separated by Iron Mountain prior to scanning.	\$0.012	Per Image
<b>DMS45</b>	<b>Document Classification - Flatbed 6-10 Doc Types</b> Includes additional services for Flatbed Scanning of separation within files at a document level in which each file contains six to ten different document types that will be separated by Iron Mountain prior to scanning.	\$0.028	Per Image
<b>DMS46</b>	<b>Document Classification - Flatbed 11-25 Doc Types</b> Includes additional services for Flatbed Scanning of separation within files at a document level in which each file contains eleven to twenty-five different document types that will be separated by Iron Mountain prior to scanning.	\$0.053	Per Image

Federal Document Conversion  
Wide Format Paper Scanning Services

(see <http://cic.ironmountain.com/records/glossary> for service definitions)

Item #	Task / Description	GSA Price/Unit	Unit
<b>DMS47</b>	<p><b>Wide Format B Scanning - Minimum Fee</b></p> <p>Minimum fee for wide format scanning of 12 x 18 paper. Features black &amp; white scanning, a scan resolution of 200 dpi, statistical vs. image quality review, standard TIFF or PDF image output, and image release on a DVD, USB or hard drive.</p>	\$3,520.73	Per Project
<b>DMS48</b>	<p><b>Wide Format B Scanning - Tier 1</b></p> <p>Price per image for wide format scanning of 12 x 18 paper for a volume of 1,999,999 images or less. Features black &amp; white scanning, a scan resolution of 200 dpi, statistical vs. image quality review, standard TIFF or PDF image output, and image release on a DVD, USB or hard drive.</p>	\$0.768	Per Image
<b>DMS49</b>	<p><b>Wide Format B Scanning - Tier 2</b></p> <p>Price per image for wide format scanning of 12 x 18 paper for a volume of 2,000,000 images or more. Features black &amp; white scanning, a scan resolution of 200 dpi, statistical vs. image quality review, standard TIFF or PDF image output, and image release on a DVD, USB or hard drive.</p>	\$0.602	Per Image
<b>DMS50</b>	<p><b>Wide Format C Scanning - Minimum Fee</b></p> <p>Minimum fee for wide format scanning of 18 x 24 paper. Features black &amp; white scanning, a scan resolution of 200 dpi, statistical vs. image quality review, standard TIFF or PDF image output, and image release on a DVD, USB or hard drive.</p>	\$4,023.69	Per Project
<b>DMS51</b>	<p><b>Wide Format C Scanning - Tier 1</b></p> <p>Price per image for wide format scanning of 18 x 24 paper for a volume of 1,999,999 images or less. Features black &amp; white scanning, a scan resolution of 200 dpi, statistical vs. image quality review, standard TIFF or PDF image output, and image release on a DVD, USB or hard drive.</p>	\$0.840	Per Image
<b>DMS52</b>	<p><b>Wide Format C Scanning - Tier 2</b></p> <p>Price per image for wide format scanning of 18 x 24 paper for a volume of 2,000,000 images or more. Features black &amp; white scanning, a scan resolution of 200 dpi, statistical vs. image quality review, standard TIFF or PDF image output, and image release on a DVD, USB or hard drive.</p>	\$0.661	Per Image

Federal Document Conversion  
Wide Format Paper Scanning Services

(see <http://cic.ironmountain.com/records/glossary> for service definitions)

Item #	Task / Description	GSA Price/Unit	Unit
<b>DMS53</b>	<p><b>Wide Format D Scanning - Minimum Fee</b></p> <p>Minimum fee for wide format scanning of 24 x 36 paper. Features black &amp; white scanning, a scan resolution of 200 dpi, statistical vs. image quality review, standard TIFF or PDF image output, and image release on a DVD, USB or hard drive.</p>	\$5,029.61	Per Project
<b>DMS54</b>	<p><b>Wide Format D Scanning - Tier 1</b></p> <p>Price per image for wide format scanning of 24 x 36 paper for a volume of 1,999,999 images or less. Features black &amp; white scanning, a scan resolution of 200 dpi, statistical vs. image quality review, standard TIFF or PDF image output, and image release on a DVD, USB or hard drive.</p>	\$1.006	Per Image
<b>DMS55</b>	<p><b>Wide Format D Scanning - Tier 2</b></p> <p>Price per image for wide format scanning of 24 x 36 paper for a volume of 2,000,000 images or more. Features black &amp; white scanning, a scan resolution of 200 dpi, statistical vs. image quality review, standard TIFF or PDF image output, and image release on a DVD, USB or hard drive.</p>	\$0.788	Per Image
<b>DMS56</b>	<p><b>Wide Format E Scanning - Minimum Fee</b></p> <p>Minimum fee for wide format scanning of 36 x 48 paper. Features black &amp; white scanning, a scan resolution of 200 dpi, statistical vs. image quality review, standard TIFF or PDF image output, and image release on a DVD, USB or hard drive.</p>	\$6,538.49	Per Project
<b>DMS57</b>	<p><b>Wide Format E Scanning - Tier 1</b></p> <p>Price per image for wide format scanning of 36 x 48 paper for a volume of 1,999,999 images or less. Features black &amp; white scanning, a scan resolution of 200 dpi, statistical vs. image quality review, standard TIFF or PDF image output, and image release on a DVD, USB or hard drive.</p>	\$1.356	Per Image
<b>DMS58</b>	<p><b>Wide Format E Scanning - Tier 2</b></p> <p>Price per image for wide format scanning of 36 x 48 paper for a volume of 2,000,000 images or more. Features black &amp; white scanning, a scan resolution of 200 dpi, statistical vs. image quality review, standard TIFF or PDF image output, and image release on a DVD, USB or hard drive.</p>	\$1.064	Per Image

Federal Document Conversion			
Wide Format Paper Scanning Services – Customized Add-Ons			
(see <a href="http://cic.ironmountain.com/records/glossary">http://cic.ironmountain.com/records/glossary</a> for service definitions)			
Item #	Task / Description	GSA Price/Unit	Unit
DMS59	<p><b>Color Setup</b></p> <p>Includes add-on service for color or grayscale setup. Applies to standard bound book, and flatbed scanning services.</p>	\$301.78	Per Project
DMS60	<p><b>Document Preparation - Light</b></p> <p>Includes light document preparation services for lightly fastened documents (less than 1 fastener every 20 pages); 99% bond paper; 99%+ letter size and less than 1% require repair or mounting to the carrier sheets. Less than 5 manual sorts. Less than 1% outsort (non-scan documents). Iron Mountain will insert the applicable separate sheets.</p>	\$0.077	Per Image
DMS61	<p><b>Document Preparation - Standard</b></p> <p>Includes standard document preparation services for moderately fastened documents (less than 1 fastener every 5 pages); 95% bond paper, remaining office type documents; 95%+ letter size and less than 1% require repair or mounting to the carrier sheets. Between 5 to 10 manual sorts. Less than 1% outsort (non-scan documents). Iron Mountain will insert the applicable separator sheets.</p>	\$0.400	Per Image
DMS62	<p><b>Document Preparation - Heavy</b></p> <p>Includes heavy document preparation services for heavily fastened documents (more than 1 fastener every 5 pages) including documents contained in envelopes which require opening and extracting; 80% bond paper, remaining office type documents; 80%+ letter size and less than 2% require repair or mounting to carrier sheets. The documents may vary in condition and file structure.</p>	\$0.990	Per Image
DMS63	<p><b>Document Reassembly - Simple</b></p> <p>Includes simple document reassembly services in which scanned documents will be placed back in the original file folder without applying any fasteners.</p>	\$0.038	Per Image
DMS64	<p><b>Document Reassembly - Partial</b></p> <p>Includes partial document reassembly services which consists of one or more actions of restoring converted documents to any state short of the “as received state” and greater than simply placing them into the original file folders.</p>	\$0.081	Per Image

**Federal Document Conversion**  
**Wide Format Paper Scanning Services – Customized Add-Ons**  
(see <http://cic.ironmountain.com/records/glossary> for service definitions)

Item #	Task / Description	GSA Price/Unit	Unit
<b>DMS65</b>	<b>Document Reassembly - Full</b> Includes full document reassembly services which requires restoration of the converted documents back to their “as received” state.	\$0.210	Per Image
<b>DMS66</b>	<b>Scan Resolution 300 dpi - Wide Format B</b> Includes add-on service for Wide Format B (12 x 18) Scanning at 300 dpi scan resolution.	\$0.541	Per Image
<b>DMS67</b>	<b>Scan Resolution 300 dpi - Wide Format C</b> Includes add-on service for Wide Format C (18 x 24) Scanning at 300 dpi scan resolution.	\$0.627	Per Image
<b>DMS68</b>	<b>Scan Resolution 300 dpi - Wide Format D</b> Includes add-on service for Wide Format D (24 x36) Scanning at 300 dpi scan resolution.	\$0.813	Per Image
<b>DMS69</b>	<b>Scan Resolution 300 dpi - Wide Format E</b> Includes add-on service for Wide Format E (36 x 48) Scanning at 300 dpi scan resolution.	\$1.215	Per Image
<b>DMS70</b>	<b>Quality Assurance - 100% vs. Image</b> Includes conducting quality assurance on 100% of the documentation to its matching image to assure the capture process was accurately performed.	\$0.024	Per Image
<b>DMS71</b>	<b>Quality Assurance - With Clean-up</b> Includes add-on service in addition to either Statistical vs. Image Review or 100% vs. Image Review to perform post virtual rescan (VRS) modifications which includes image orientation cleanup and blank page deletion.	\$0.005	Per Image
<b>DMS72</b>	<b>Image Output - Searchable PDF</b> Includes image output in the form of one multi-page image-plus-text PDF image file for each document. Optical Character Recognition (OCR) conversion produces the recognized text equivalent of the image contents, allowing Adobe Acrobat search functionality within PDF files.	\$0.004	Per Image
<b>DMS73</b>	<b>Indexing</b> Includes data entry validation and verification services for wide format scanning to create necessary metadata fields to support standard search functionality to access the documents.	\$0.008	Per Keystroke

Federal Document Conversion  
Microform Scanning Services

(see <http://cic.ironmountain.com/records/glossary> for service definitions)

Item #	Task / Description	GSA Price/Unit	Unit
<b>DMS74</b>	<b>Microfilm Scanning - Minimum Fee</b> Minimum fee for microfilm scanning of 16mm or 35mm film. Features black & white scanning, a scan resolution of 300 dpi, multipage TIFF or PDF image output, automatic crop, descew and image enhancement. Indexing captured from Roll Level information only. Quality assurance is offered at 100% validation.	\$15.09	Per Roll
<b>DMS75</b>	<b>Microfilm Scanning - 16mm</b> Price for microfilm scanning of 16mm film. Features black & white scanning, a scan resolution of 300 dpi, multipage TIFF or PDF image output, automatic crop, descew and image enhancement. Indexing captured from Roll Level information only. Quality assurance is offered at 100% validation.	\$0.008	Per Image
<b>DMS76</b>	<b>Microfilm Scanning - 35mm</b> Price for microfilm scanning of 35mm film. Features black & white scanning, a scan resolution of 300 dpi, multipage TIFF or PDF image output, automatic crop, descew and image enhancement. Indexing captured from Roll Level information only. Quality assurance is offered at 100% validation.	\$0.031	Per Image
<b>DMS77</b>	<b>Microfiche Scanning - Minimum Fee</b> Minimum fee for microfiche scanning of COM or Jacketed fiche. Features black & white scanning, a scan resolution of 300 dpi, multipage TIFF or PDF image output, automatic crop, descew and image enhancement. Quality assurance is offered at 100% validation.	\$0.50	Per Sheet
<b>DMS78</b>	<b>Microfiche Scanning - COM</b> Price for microfiche scanning of COM fiche. Features black & white scanning, a scan resolution of 300 dpi, multipage TIFF or PDF image output, automatic crop, descew and image enhancement. Quality assurance is offered at 100% validation.	\$0.014	Per Image
<b>DMS79</b>	<b>Microfiche Scanning - Jacketed / Step &amp; Repeat</b> Price for microfiche scanning of Jacketed / Step & Repeat fiche. Features black & white scanning, a scan resolution of 300 dpi, multipage TIFF or PDF image output, automatic crop, descew and image enhancement. Quality assurance is offered at 100% validation.	\$0.029	Per Image

Federal Document Conversion  
Microform Scanning Services

(see <http://cic.ironmountain.com/records/glossary> for service definitions)

Item #	Task / Description	GSA Price/Unit	Unit
<b>DMS80</b>	<b>Aperture Card Scanning - Minimum Fee</b> Minimum fee for aperture card scanning of Hollerith or Non-Hollerith Punch Code cards. Features black & white scanning, a scan resolution of 300 dpi, multipage TIFF or PDF image output, automatic crop, descew and image enhancement. Indexing captured from Hollerith Punch Code or Header information only. Quality assurance is offered at 100% validation.	\$25.150	Per Project
<b>DMS81</b>	<b>Aperture Card Scanning - Hollerith Punch Code</b> Price for aperture card scanning of Hollerith Punch Code cards. Features black & white scanning, a scan resolution of 300 dpi, multipage TIFF or PDF image output, automatic crop, descew and image enhancement. Indexing captured from Hollerith Punch Code or Header information only. Quality assurance is offered at 100% validation.	\$0.180	Per Image
<b>DMS82</b>	<b>Aperture Card Scanning - Non-Hollerith Punch Code</b> Price for aperture card scanning of Non-Hollerith Punch Code cards. Features black & white scanning, a scan resolution of 300 dpi, multipage TIFF or PDF image output, automatic crop, descew and image enhancement. Indexing captured from Hollerith Punch Code or Header information only. Quality assurance is offered at 100% validation.	\$0.252	Per Image

Federal Document Conversion

Microform Data Conversion / Duplication Services

(see <http://cic.ironmountain.com/records/glossary> for service definitions)

Item #	Task / Description	GSA Price/Unit	Unit
<b>DMS83</b>	<b>Digital Archive Writer (DAW)</b> Price for conversion of digital images to 16mm Microfilm.	\$0.020	Per Image
<b>DMS84</b>	<b>16mm Duplicate - Silver Halide</b> Price for duplication of 16mm Silver Halide - 100' Microfilm.	\$40.670	Per Roll
<b>DMS85</b>	<b>16mm Duplicate - Diazo</b> Price for duplication of 16mm Diazo - 100' Microfilm.	\$9.184	Per Roll

Federal Document Conversion Microform Data Conversion / Duplication Services (see <a href="http://cic.ironmountain.com/records/glossary">http://cic.ironmountain.com/records/glossary</a> for service definitions)			
Item #	Task / Description	GSA Price/Unit	Unit
DMS86	<b>35mm Duplicate - Silver Halide</b> Price for duplication of 35mm Silver Halide - 100' Microfilm.	\$47.007	Per Roll
DMS87	<b>35mm Duplicate – Diazo</b> Price for duplication of 35mm Diazo - 100' Microfilm.	\$12.523	Per Roll
DMS88	<b>Diazo Duplicate – Microfiche</b> Price for duplication of Diazo – Microfiche.	\$0.936	Per Sheet
DMS89	<b>Diazo Duplicate - Aperture Cards</b> Price for duplication of Diazo - Aperture Cards.	\$0.955	Per Sheet

Federal Document Conversion Labor Categories (see <a href="http://cic.ironmountain.com/records/glossary">http://cic.ironmountain.com/records/glossary</a> for service definitions)			
Item #	Task / Description	GSA Price/Unit	Unit
DMS90	<b>Imaging Data Entry Specialist</b> Perform document preparation, imaging, film processing, duplicating and copying files following standard operating procedures. Essential job functions include: <ul style="list-style-type: none"> <li>- Preparing hardcopy documents for scanning</li> <li>- Scan hardcopy files to electronic images, assuring a quality image</li> <li>- Follow production procedures and complete project documentation</li> <li>- Maintain document preparation area and scanning workstations</li> </ul>	\$32.98	Per Hour

Federal Document Conversion  
Labor Categories

(see <http://cic.ironmountain.com/records/glossary> for service definitions)

Item #	Task / Description	GSA Price/Unit	Unit
<b>DMS91</b>	<p><b>Imaging Operations Manager</b></p> <p>Manage and performs day to day operations for the Branch / District Imaging Operations and facilities. Responsibilities for this position include:</p> <ul style="list-style-type: none"> <li>- Managing the workflow processes</li> <li>- Ensuring imaging standards practiced and followed</li> <li>- Assessment of facility performance and capacity</li> <li>- Liaison for all implementations and represent the branch / district on the DMS operations call.</li> <li>- Setting of batch classes (including documentation)</li> <li>- Analyzing and modifying workflow performance</li> <li>- Supporting local sales staff and training of new staff in all phases of the imaging process.</li> </ul> <p>Included as part of the operation responsibility is capacity planning which includes:</p> <ul style="list-style-type: none"> <li>- Managing the throughput of each phase of imaging</li> <li>- System utilization including local disk, supplies and imaging process</li> <li>- Ensure the proper backup of all related components and maintain a proper DR process</li> </ul>	\$89.98	Per Hour

Federal Document Conversion  
Labor Categories

(see <http://cic.ironmountain.com/records/glossary> for service definitions)

Item #	Task / Description	GSA Price/Unit	Unit
<b>DMS92</b>	<p><b>Imaging Production Coordinator</b></p> <p>Performs all DMS Imaging Center production tasks along with pre-prep, job setup and scheduling. This role is vital in working each phase of the imaging production process from the first phase through the last phase. Key responsibilities include:</p> <ul style="list-style-type: none"> <li>- Perform inbounding and pre-prep functions</li> <li>- Scheduling and job setup with staging</li> <li>- Perform Sort, Prep, Scan, QC, Indexing, Packaging and Release functions</li> <li>- Training</li> <li>- Troubleshoot scanner or batch class issues</li> <li>- Adhere and utilize DMS Imaging Center SOP's/guidelines and forms</li> <li>- Other duties, as specified by Supervisor/Manager</li> </ul>	\$41.38	Per Hour
<b>DMS93</b>	<p><b>Imaging Production Specialist I</b></p> <p>Perform document preparation and scanning tasks. These tasks are performed within all DMS Imaging Centers. This role is vital in initiating the imaging process and obtaining our conversion objectives.</p> <ul style="list-style-type: none"> <li>- Sorting and/or preparing hard copy records for scanning – document preparation</li> <li>- Scan hardcopy files to electronic images. Assuring a quality image</li> <li>- Follow production procedures and completing internal documentation &amp; tracking</li> <li>- Adhere to Imaging Center guidelines of maintaining clean work environment</li> <li>- Other duties, as specified by Supervisor/Manager</li> </ul>	\$33.88	Per Hour

Federal Document Conversion  
Labor Categories

(see <http://cic.ironmountain.com/records/glossary> for service definitions)

Item #	Task / Description	GSA Price/Unit	Unit
<b>DMS94</b>	<p><b>Imaging Production Specialist II</b></p> <p>Perform scanning, auditing, QC functions, packaging of product, data entry and CD burning. Act a resource for questions, assist in the training of new Specialists.</p> <ul style="list-style-type: none"> <li>- Scan hardcopy files to electronic images, assuring a quality image. Burn project CDs</li> <li>- Perform some basic quality control auditing functions</li> <li>- Prepare product for delivery and assure all projected documentation is complete</li> <li>- Prepare hard copy records for scanning</li> </ul>	\$36.85	Per Hour
<b>DMS95</b>	<p><b>Imaging Production Supervisor</b></p> <p>Oversee the day-to-day projects and personnel within the Imaging Center. Interface and communicate daily with customers (internal/external), resolve issues, plan and staff for projects, adhere to department standards, monitor timelines and results.</p> <p>Provide daily direction to employees in order to accomplish projects. Manage project timelines, quality and outcome of Customers orders.</p> <p>Lead, mentor, cross train and provide accountable standards and measures to the department employees.</p> <ul style="list-style-type: none"> <li>- Perform time studies for Sales/Account Management</li> <li>- Research and resolve customer issues, modify work procedures as needed to meet customer demand</li> <li>- Manage HR related items: scheduling vacation, managing timecards, assist in performance reviews, assist in hiring and termination processes</li> <li>- Assist in the invoicing process</li> </ul>	\$53.76	Per Hour

Federal Document Conversion  
Labor Categories

(see <http://cic.ironmountain.com/records/glossary> for service definitions)

Item #	Task / Description	GSA Price/Unit	Unit
<b>DMS96</b>	<p><b>Implementation Manager – DMS</b></p> <p>Leader within the DMS Implementation organization responsible for managing all facets of a technical implementation to include Customer Relationship Management, Project Management, Technical Design, Operational Performance and Financial Performance. This role requires an individual to perform these implementation responsibilities as a “working manager” while leading a small team responsible the execution of similar tasks. The Manager, Technical Implementations is a customer facing role that also works closely within a matrixed organization comprised of sales, field operations, account management and DMS Management to coordinate and execute the successful implementation of larger and more complex DMS solutions. This individual will also be responsible for leading the development / enhancement of custom solutions with a technical team comprised of both onshore and offshore resources. Key responsibilities include:</p> <ul style="list-style-type: none"> <li>- Manage Customer and Internal Resources through established DMS implementation methodology and standards; delivering successful DMS solutions for larger and more complex projects</li> <li>- Lead and mentor team in completion of assigned implementations, special project and individual goals and objectives</li> <li>- Provide training / mentoring / industry best practices to other Implementation Managers on the team</li> <li>- Serve as a liaison with districts/division to ensure that proper resources are available along with troubleshooting operational issues that may arise</li> </ul>	\$85.31	Per Hour

Federal Document Conversion  
Labor Categories

(see <http://cic.ironmountain.com/records/glossary> for service definitions)

Item #	Task / Description	GSA Price/Unit	Unit
<b>DMS97</b>	<p><b>Software Engineer</b></p> <p>Overall responsibility is to deliver projects successfully on or ahead of schedule and on or under budget, ensure customer and team satisfaction, and to gain follow-on project at existing customers. Essential duties and responsibilities include:</p> <ul style="list-style-type: none"> <li>- Design, develop and implement key components of customized web-based applications and programs in 3GL, 4 GL, and graphical development environments on time</li> <li>- Installs, configure, tune and test web-centric package applications on a variety of platforms to meet project performance standards</li> </ul>	\$103.09	Per Hour

Federal Document Conversion  
Labor Categories

(see <http://cic.ironmountain.com/records/glossary> for service definitions)

Item #	Task / Description	GSA Price/Unit	Unit
<b>DMS98</b>	<p><b>Principal Software Engineer</b></p> <p>Responsible for developing and maintaining any application without supervision. Leads developers on project / product initiatives. Works with other developers and business analysts to define business problems, analyze existing systems and perform code changes and enhancements. Designs new applications and new functionality and handles very complex coding assignments per project and customer requirements. Also responsible for resolving code bugs, performing unit tests, leading code reviews and authoring application documentation. Leads technical aspects of software development through developing and improving technical standards, leading design efforts and mentoring other engineers. Is proficient in the entire software development lifecycle and regularly plays multiple roles within a project. Proposes and implements improvements within the organization's software engineering practices.</p> <p>Essential job functions include:</p> <ul style="list-style-type: none"> <li>- Perform complex application code development, maintenance, and debugging under no supervision</li> <li>- Implements and runs unit tests</li> <li>- Prepares application technical documentation spanning multiple lifecycle phases</li> <li>- Learns and defines technical standards</li> <li>- Leads and participates in code reviews</li> <li>- Leads well-defined multi-person projects, including analysis, design, and scheduling</li> <li>- Oversees technical work of others on projects</li> </ul>	\$123.26	Per Hour

# Document Conversion Summary Matrix

Scanning Options	Paper (Up to 8.5" by 14")			Wide Format Paper				Microform		
Scanning Types	Standard	Bound Book	Flatbed	Up to 12" by 18"	Up to 18" by 24"	Up to 24" by 36"	Up to 36" by 48"	Microfilm	Microfiche	Aperture Cards
Volume Tier 1	1 - 10,000 images			1 - 1,999,999 images				n/a		
Volume Tier 2	10,001 - 49,999 images			2,000,000+ images						
Volume Tier 3	50,000 - 1,999,999 images			n/a						
Volume Tier 4	2,000,000 - 4,999,999 images			n/a						
Volume Tier 5	5,000,000 -19,999,999 images			n/a						
Volume Tier 6	20,000,000+ images			n/a						
Color Mode	Default: Black & White	Add-On Option: Color		Default: Black & White	Add-On Option: Color			Default: Black & White		
Document Classification	Default: None	Add-On Options: 2 to 5 Types 6 to 10 Types 11 to 25 Types		n/a				n/a		
Document Preparation	Default: Customer Prepared	Add-On Options: Light Standard Heavy		Default: Customer Prepared	Add-On Options: Light Standard Heavy			n/a		
Document Reassembly	Default: None	Add-On Options: Simple Partial Full		Default: None	Add-On Options: Simple Partial Full			n/a		
Scan Resolution	Default: 200 DPI	Add-On Option: 300 DPI		Default: 200 DPI	Add-On Option: 300 DPI			Default: 300 DPI		
Quality Assurance	Default: Statistical vs. Image	Add-On Options: 100% vs. Image With Clean-Up		Default: Statistical vs. Image	Add-On Options: 100% vs. Image With Clean-Up			Default: 100% vs. Image		
Image Release	Default: DVD, USB or Hard Drive per customer's choice			Default: DVD, USB or Hard Drive per customer's choice				Default: DVD, USB or Hard Drive per customer's choice		
Image Output	Default: Standard TIFF or PDF	Add-On Option: Searchable PDF		Default: Standard TIFF or PDF	Add-On Option: Searchable PDF			Default: Standard TIFF or PDF		
Indexing	Default: No indexing included initial base price			Default: No indexing included initial base price				Default: Indexing for microfilm captured at roll level only; Indexing captured from Hollerith Punch code or Header information only.		

## Document Conversion Out-Year Pricelist

Item #	Task / Description	GFY 2020 GSA Price/Unit	GFY2021 GSA Price/Unit
DMS01	Standard Scanning - Minimum Fee	\$326.92	\$333.46
DMS02	Standard Scanning - Tier 1	\$0.075	\$0.077
DMS03	Standard Scanning - Tier 2	\$0.062	\$0.063
DMS04	Standard Scanning - Tier 3	\$0.051	\$0.052

Item #	Task / Description	GFY 2020 GSA Price/Unit	GFY2021 GSA Price/Unit
DMS05	Standard Scanning – Tier 4+ Minimum Fee	\$92,544.80	\$94,395.70
DMS06	Standard Scanning - Tier 4	\$0.046	\$0.047
DMS07	Standard Scanning - Tier 5	\$0.042	\$0.043
DMS08	Standard Scanning - Tier 6	\$0.039	\$0.040
DMS09	Bound Book Scanning - Minimum Fee	\$1,005.92	\$1,026.04
DMS10	Bound Book Scanning - Tier 1	\$0.245	\$0.250
DMS11	Bound Book Scanning - Tier 2	\$0.233	\$0.238
DMS12	Bound Book Scanning - Tier 3	\$0.222	\$0.226
DMS13	Bound Book Scanning – Tier 4+ Minimum Fee	\$50,296.07	\$51,301.99
DMS14	Bound Book Scanning - Tier 4	\$0.186	\$0.190
DMS15	Bound Book Scanning - Tier 5	\$0.172	\$0.175
DMS16	Bound Book Scanning - Tier 6	\$0.172	\$0.175
DMS17	Flatbed Scanning - Minimum Fee	\$2,011.84	\$2,052.08
DMS18	Flatbed Scanning - Tier 1	\$0.423	\$0.431
DMS19	Flatbed Scanning - Tier 2	\$0.413	\$0.421
DMS20	Flatbed Scanning - Tier 3	\$0.402	\$0.410
DMS21	Flatbed Scanning - Tier 4+ Minimum Fee	\$50,296.07	\$51,301.99
DMS22	Flatbed Scanning - Tier 4	\$0.336	\$0.343
DMS23	Flatbed Scanning - Tier 5	\$0.313	\$0.319

<b>Item #</b>	<b>Task / Description</b>	<b>GFY 2020 GSA Price/Unit</b>	<b>GFY2021 GSA Price/Unit</b>
DMS24	Flatbed Scanning - Tier 6	\$0.313	\$0.319
DMS25	Color Setup	\$301.78	\$307.82
DMS26	Document Preparation - Light	\$0.018	\$0.018
DMS27	Document Preparation - Standard	\$0.030	\$0.031
DMS28	Document Preparation - Heavy	\$0.064	\$0.065
DMS29	Document Reassembly - Simple	\$0.003	\$0.003
DMS30	Document Reassembly - Partial	\$0.014	\$0.014
DMS31	Document Reassembly - Full	\$0.031	\$0.032
DMS32	Scan Resolution 300 dpi - Standard	\$0.005	\$0.005
DMS33	Scan Resolution 300 dpi - Bound Book	\$0.073	\$0.074
DMS34	Scan Resolution 300 dpi - Flatbed	\$0.152	\$0.155
DMS35	Quality Assurance - 100% vs. Image	\$0.029	\$0.030
DMS36	Quality Assurance - With Clean-up	\$0.009	\$0.009
DMS37	Image Output - Searchable PDF	\$0.004	\$0.004
DMS38	Indexing - Standard	\$0.007	\$0.007
DMS39	Indexing - Bound Book	\$0.008	\$0.008
DMS40	Indexing - Flatbed	\$0.009	\$0.009
DMS41	Document Classification - Standard 2-5 Doc Types	\$0.003	\$0.003
DMS42	Document Classification - Standard 6-10 Doc Types	\$0.006	\$0.006

<b>Item #</b>	<b>Task / Description</b>	<b>GFY 2020 GSA Price/Unit</b>	<b>GFY2021 GSA Price/Unit</b>
DMS43	Document Classification - Standard 11-25 Doc Types	\$0.011	\$0.011
DMS44	Document Classification - Flatbed 2-5 Doc Types	\$0.012	\$0.012
DMS45	Document Classification - Flatbed 6-10 Doc Types	\$0.028	\$0.029
DMS46	Document Classification - Flatbed 11-25 Doc Types	\$0.053	\$0.054
DMS47	Wide Format B Scanning - Minimum Fee	\$3,520.73	\$3,591.14
DMS48	Wide Format B Scanning - Tier 1	\$0.768	\$0.783
DMS49	Wide Format B Scanning - Tier 2	\$0.602	\$0.614
DMS50	Wide Format C Scanning - Minimum Fee	\$4,023.69	\$4,104.16
DMS51	Wide Format C Scanning - Tier 1	\$0.840	\$0.857
DMS52	Wide Format C Scanning - Tier 2	\$0.661	\$0.674
DMS53	Wide Format D Scanning - Minimum Fee	\$5,029.61	\$5,130.20
DMS54	Wide Format D Scanning - Tier 1	\$1.006	\$1.026
DMS55	Wide Format D Scanning - Tier 2	\$0.788	\$0.804
DMS56	Wide Format E Scanning - Minimum Fee	\$6,538.49	\$6,669.26
DMS57	Wide Format E Scanning - Tier 1	\$1.356	\$1.383

Item #	Task / Description	GFY 2020 GSA Price/Unit	GFY2021 GSA Price/Unit
DMS58	Wide Format E Scanning - Tier 2	\$1.064	\$1.085
DMS59	Color Setup	\$301.78	\$307.82
DMS60	Document Preparation - Light	\$0.077	\$0.079
DMS61	Document Preparation - Standard	\$0.400	\$0.408
DMS62	Document Preparation - Heavy	\$0.990	\$1.010
DMS63	Document Reassembly - Simple	\$0.038	\$0.039
DMS64	Document Reassembly - Partial	\$0.081	\$0.083
DMS65	Document Reassembly - Full	\$0.210	\$0.214
DMS66	Scan Resolution 300 dpi - Wide Format B	\$0.541	\$0.552
DMS67	Scan Resolution 300 dpi - Wide Format C	\$0.627	\$0.640
DMS68	Scan Resolution 300 dpi - Wide Format D	\$0.813	\$0.829
DMS69	Scan Resolution 300 dpi - Wide Format E	\$1.215	\$1.239
DMS70	Quality Assurance - 100% vs. Image	\$0.024	\$0.024
DMS71	Quality Assurance - With Clean-up	\$0.005	\$0.005
DMS72	Image Output - Searchable PDF	\$0.004	\$0.004
DMS73	Indexing	\$0.008	\$0.008
DMS74	Microfilm Scanning - Minimum Fee	\$15.09	\$15.39
DMS75	Microfilm Scanning - 16mm	\$0.008	\$0.008
DMS76	Microfilm Scanning - 35mm	\$0.031	\$0.032
DMS77	Microfiche Scanning - Minimum Fee	\$0.50	\$0.51

<b>Item #</b>	<b>Task / Description</b>	<b>GFY 2020 GSA Price/Unit</b>	<b>GFY2021 GSA Price/Unit</b>
DMS78	Microfiche Scanning - COM	\$0.014	\$0.014
DMS79	Microfiche Scanning - Jacketed / Step & Repeat	\$0.029	\$0.030
DMS80	Aperture Card Scanning - Minimum Fee	\$25.150	\$25.650
DMS81	Aperture Card Scanning - Hollerith Punch Code	\$0.180	\$0.184
DMS82	Aperture Card Scanning - Non-Hollerith Punch Code	\$0.252	\$0.257
DMS83	Digital Archive Writer (DAW)	\$0.020	\$0.020
DMS84	16mm Duplicate - Silver Halide	\$40.670	\$41.483
DMS85	16mm Duplicate - Diazo	\$9.184	\$9.368
DMS86	35mm Duplicate - Silver Halide	\$47.007	\$47.947
DMS87	35mm Duplicate - Diazo	\$12.523	\$12.773
DMS88	Diazo Duplicate - Microfiche	\$0.936	\$0.955
DMS89	Diazo Duplicate - Aperture Cards	\$0.955	\$0.974
DMS90	Imaging Data Entry Specialist	\$32.98	\$33.64
DMS91	Imaging Operations Manager	\$89.98	\$91.78
DMS92	Imaging Production Coordinator	\$41.38	\$42.21
DMS93	Imaging Production Specialist I	\$33.88	\$34.56
DMS94	Imaging Production Specialist II	\$36.85	\$37.59
DMS95	Imaging Production Supervisor	\$53.76	\$54.84

Item #	Task / Description	GFY 2020 GSA Price/Unit	GFY2021 GSA Price/Unit
DMS96	Implementation Manager - DMS	\$85.31	\$87.02
DMS97	Software Engineer	\$103.09	\$105.15
DMS98	Principal Software Engineer	\$123.26	\$125.73

## Federal Data Management Services (Special Item No. 541611RM)

### Offsite Tape Vaulting, Data Backup, Disaster Recovery for Federal Records

**Services Overview** Iron Mountain's off-site data management services provide secure, protected transport and off-site vaulting of backup tapes, managed continuous online data backup, recovery and off-premises vaulting for Windows NT and Windows 2000 servers in our NARA compliant Data Management facility in Columbia, MD. Iron Mountain's complete portfolio of data management services include disaster recovery planning, testing, consultation and more.

For organizations that place a high value on disaster recovery services, Iron Mountain's off-site data management services solution ensures that data is safe and securely vaulted off premises. Iron Mountain vaults your critical backup data securely offsite and out of reach, so your data is accessible for recovery whenever and wherever you need it. Iron Mountain vaults are designed to ensure that your backup data is available for recovery from natural and manmade disasters, utility outages, viruses and worms, internal technology or hardware failures as well as human errors or sabotage.

The following identifies the specific Iron Mountain Records Management Off-Site Data Management Services and related prices available under this Pricelist.

Federal Data Management Services (see <a href="http://cic.ironmountain.com/records/glossary">http://cic.ironmountain.com/records/glossary</a> for service definitions)			
Item #	Task / Description	GSA Price/Unit	Unit
DM01	<b>Slotted Media Storage</b> Media Items that are stored in individual slots (one Item of Media per slot) in racks designed to hold specific Media types. Slotted Media is billed by slot in 20 slot increments based on maximum usage by Media type within a calendar month. Applies to Data Management of Federal records as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.	\$0.36	Per slot monthly

## Federal Data Management Services

(see <http://cic.ironmountain.com/records/glossary> for service definitions)

Item #	Task / Description	GSA Price/Unit	Unit
<b>DM02</b>	<p><b>Round Reel Tape Storage</b></p> <p>Media Items that are stored in individual slots (one Item of Media per slot) in racks designed to hold specific Media types billed in increments of 20. Applies to Data Management of Federal records as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.</p>	\$0.84	Per slot monthly
<b>DM03</b>	<p><b>Closed Container (Small)</b></p> <p>A locked metal or plastic device used to transport and/or store Media. Containers vary significantly in size, design and capacity. Container fits 20 media or less when the media is similar to a standard DLT or LTO tape. Applies to Data Management of Federal records as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.</p>	\$15.63	Per container monthly
<b>DM04</b>	<p><b>Closed Container (Medium)</b></p> <p>A locked metal or plastic device used to transport and/or store Media. Containers vary significantly in size, design and capacity. Container fits 40 media or less when the media is similar to a standard DLT or LTO tape. Applies to Data Management of Federal records as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.</p>	\$17.59	Per container monthly
<b>DM05</b>	<p><b>Closed Container (Large)</b></p> <p>A locked metal or plastic device used to transport and/or store Media. Containers vary significantly in size, design and capacity. Container fits over 40 and up to 60 pieces of media when the media is similar to a standard DLT or LTO tape. Applies to Data Management of Federal records as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.</p>	\$25.40	Per container monthly
<b>DM06</b>	<p><b>Tape Handling</b></p> <p>Manual handling of individually managed Media Items within an Iron Mountain facility. This service includes the verification, both inbound and outbound, of each Item against an electronic listing. Verification of manual listings may be assessed additional charges. Applies to Data Management of Federal records as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.</p>	\$0.37	Per tape handled

## Federal Data Management Services

(see <http://cic.ironmountain.com/records/glossary> for service definitions)

Item #	Task / Description	GSA Price/Unit	Unit
<b>DM07</b>	<p><b>Closed and Transport Container handling</b></p> <p>Manual handling of Closed Containers between an Iron Mountain facility and a Customer Location or within an Iron Mountain facility. Applies to Data Management of Federal records as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.</p>	\$1.81	Per container handled
<b>DM08</b>	<p><b>Transport container</b></p> <p>Use of Transport Containers between an Iron Mountain facility and a Customer Location for transporting slotted media. Applies to Data Management of Federal records as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.</p>	\$5.84	Per container monthly
<b>DM09</b>	<p><b>Transport Carts</b></p> <p>A cart assigned to a Customer for use during transport of Slotted Media. The quantity supplied depends on the normal quantity of tapes moving each service day and a monthly rental charge is applicable. Applies to Data Management of Federal records as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.</p>	\$121.57	Per cart monthly
<b>DM10</b>	<p><b>Storage Carts</b></p> <p>A cart assigned to a Customer for the storage of individually managed media items. A handling and rental charge is applied on a monthly basis based on the size of the cart required and the normal quantity of tapes moving each service day. Applies to Data Management of Federal records as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.</p>	\$127.15	Per cart monthly
<b>DM11</b>	<p><b>Scheduled Service (Within 50 Mile Radius)</b></p> <p>The service of picking up or delivering Items on a scheduled basis within 50 miles of the servicing facility. Scheduled Service is generally performed by one Iron Mountain Service Representative. Applies to Data Management of Federal records as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.</p>	\$46.14	Per trip

## Federal Data Management Services

(see <http://cic.ironmountain.com/records/glossary> for service definitions)

Item #	Task / Description	GSA Price/Unit	Unit
<b>DM12</b>	<p><b>Standard Special Delivery</b></p> <p>A transportation service in which delivery or pickup is scheduled to occur within twenty-four (24) hours of the Customer's verified telephone notification within 50 miles of the servicing facility. A Standard Special is available only for Customer locations within a Service Location's Service Territory and is charged per trip, per site and is in addition to the regularly scheduled trip charge. Routine use of the Standard Special service in lieu of Scheduled Service for transportation may require the use of Iron Mountain Dedicated Transportation. The Standard Special Delivery charge is in addition to the Scheduled Service, Long Distance and Weekend/ Holiday trip charge. Applies to Data Management of Federal records as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.</p>	\$133.63	Per request
<b>DM13</b>	<p><b>Critical Special Delivery</b></p> <p>Emergency transportation service in which delivery or pickup of Media is scheduled to occur within three (3) hours of the Authorized Customer employees telephone notification: also refers to a Customer request for non-scheduled deliveries where the request is entered at a time such that Iron Mountain cannot consolidate the requested Items on an existing scheduled route and effect delivery within the desired schedule within 50 miles of the servicing facility. A Critical Special is available only for Customer Locations within the local branch's Service Territory and is charged per Customer Location, per trip. The Critical Special Delivery charge is in addition to the Scheduled Service, Long Distance and Weekend/ Holiday trip charge. Applies to Data Management of Federal records as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.</p>	\$169.99	Per request
<b>DM14</b>	<p><b>Scheduled Service - Same Building/ Same Campus</b></p> <p>Scheduled Service where Customer may have several account numbers all being serviced in the same building (but on different floors) or in another building on the same campus during a single transportation visit within 50 miles of the servicing facility. The first account to be serviced pays the regular contracted Scheduled Service transportation rate and the other accounts pay a lower transportation fee for Iron Mountain to pickup or deliver Media on a different floor or at another campus building during a single visit. Applies to Data Management of Federal records as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.</p>	\$11.35	Per request

## Federal Data Management Services

(see <http://cic.ironmountain.com/records/glossary> for service definitions)

Item #	Task / Description	GSA Price/Unit	Unit
<b>DM15</b>	<p><b>Holiday/ Weekend Service</b></p> <p>An additional charge for service provided on Weekends and Holidays. If Customer's normal Scheduled Service day falls on an Iron Mountain Holiday, Customer has the option of moving service to the prior or subsequent Business Day at no additional charge. Holidays will be published in advance to ensure Customers have time to plan accordingly. Applies to Data Management of Federal records as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.</p>	\$85.83	Per trip
<b>DM16</b>	<p><b>Monthly Minimum Fee</b></p> <p>The minimum monthly billing charge for each Customer account number. Applies to Data Management of Federal records as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.</p>	\$212.03	Per invoice
<b>DM17</b>	<p><b>Administration Fee</b></p> <p>A monthly fee charged to all accounts for the supply and maintenance of Authorized User ID cards issued to Customer personnel and other administrative services associated with the management of each account. Applies to Data Management of Federal records as defined in 44.U.S.C. 3301; subject to NARA facility standards of 36 CFR Subpart B.</p>	\$26.85	Per month

### Federal Data Management Services Out-Year Pricelist

Item #	Task / Description	GFY 2020 GSA Price/Unit	GFY 2021 GSA Price/Unit
<b>DM01</b>	<b>Slotted Media Storage</b>	\$0.36	\$0.37
<b>DM02</b>	<b>Round Reel Tape Storage</b>	\$0.84	\$0.86
<b>DM03</b>	<b>Closed Container (Small)</b>	\$15.63	\$15.94
<b>DM04</b>	<b>Closed Container (Medium)</b>	\$17.59	\$17.94
<b>DM05</b>	<b>Closed Container (Large)</b>	\$25.40	\$25.90
<b>DM06</b>	<b>Tape Handling</b>	\$0.37	\$0.38

Item #	Task / Description	GFY 2020 GSA Price/Unit	GFY 2021 GSA Price/Unit
DM07	Closed and Transport Container handling	\$1.81	\$1.85
DM08	Transport Container	\$5.84	\$5.96
DM09	Transport Carts	\$121.57	\$124.00
DM10	Storage Carts	\$127.15	\$129.69
DM11	Scheduled Service (Within 50 Mile Radius)	\$46.14	\$47.06
DM12	Standard Special Delivery	\$133.63	\$136.30
DM13	Critical Special Delivery	\$169.99	\$173.39
DM14	Scheduled Service - Same Building/ Same Campus	\$11.35	\$11.58
DM15	Holiday/Weekend Service	\$85.83	\$87.55
DM16	Monthly Minimum Fee	\$212.03	\$216.27
DM17	Administration Fee	\$26.85	\$27.39

## Commercial Data Management Services (Special Item No. 541611RM)

### Offsite Tape Vaulting, Data Backup, Disaster Recovery for Commercial Non-Record Materials

**Services Overview** Iron Mountain's off-site commercial data management services provide secure, protected transport and off-site vaulting of non-record backup tapes, managed continuous online data backup, recovery and off-premises vaulting for non-record Windows NT and Windows 2000 servers, disaster recovery planning, testing, consultation and more.

For organizations that place a high value on disaster recovery services, Iron Mountain's commercial off-site data management services solution ensures that data is safe and securely vaulted off premises. Iron Mountain vaults your critical non-record backup data securely offsite and out of reach, so your data is accessible for recovery whenever and wherever you need it. Iron Mountain vaults are designed to ensure that your backup data is available for recovery from natural and manmade disasters, utility outages, viruses and worms, internal technology or hardware failures as well as human errors or sabotage.

The following identifies the specific Iron Mountain Records Management Off-Site Commercial Data Management Services and related prices available under this Pricelist.

## Commercial Data Management Services

(see <http://cic.ironmountain.com/records/glossary> for service definitions)

Item #	Task / Description	GFY 2020 GSA Price/Unit	Unit
<b>DMC01</b>	<p><b>Slotted Media Storage Commercial</b></p> <p>Media Items that are stored in individual slots (one Item of Media per slot) in racks designed to hold specific Media types. Slotted Media is billed by slot in 20 slot increments based on maximum usage by Media type within a calendar month. Applies to storage of non-record materials only; not subject to NARA facility standards of 36 CFR Subpart B.</p>	\$0.16	Per slot monthly
<b>DMC02</b>	<p><b>Round Reel Tape Storage Commercial</b></p> <p>Media Items that are stored in individual slots (one Item of Media per slot) in racks designed to hold specific Media types billed in increments of 20. Applies to storage of non-record materials only; not subject to NARA facility standards of 36 CFR Subpart B.</p>	\$0.31	Per slot monthly
<b>DMC03</b>	<p><b>Closed Container (Small) Commercial</b></p> <p>A locked metal or plastic device used to transport and/or store Media. Containers vary significantly in size, design and capacity. Container fits 20 media or less when the media is similar to a standard DLT or LTO tape. Applies to storage of non-record materials only; not subject to NARA facility standards of 36 CFR Subpart B.</p>	\$7.14	Per container monthly
<b>DMC04</b>	<p><b>Closed Container (Medium) Commercial</b></p> <p>A locked metal or plastic device used to transport and/or store Media. Containers vary significantly in size, design and capacity. Container fits 40 media or less when the media is similar to a standard DLT or LTO tape. Applies to storage of non-record materials only; not subject to NARA facility standards of 36 CFR Subpart B.</p>	\$11.32	Per container monthly
<b>DMC05</b>	<p><b>Closed Container (Large) Commercial</b></p> <p>A locked metal or plastic device used to transport and/or store Media. Containers vary significantly in size, design and capacity. Container fits over 40 and up to 60 pieces of media when the media is similar to a standard DLT or LTO tape. Applies to storage of non-record materials only; not subject to NARA facility standards of 36 CFR Subpart B.</p>	\$12.02	Per container monthly

## Commercial Data Management Services

(see <http://cic.ironmountain.com/records/glossary> for service definitions)

Item #	Task / Description	GFY 2020 GSA Price/Unit	Unit
<b>DMC06</b>	<p><b>Tape Handling Commercial</b></p> <p>Manual handling of individually managed Media Items within an Iron Mountain facility. This service includes the verification, both inbound and outbound, of each Item against an electronic listing. Verification of manual listings may be assessed additional charges. Applies to storage of non-record materials only; not subject to NARA facility standards of 36 CFR Subpart B.</p>	\$0.18	Per tape handled
<b>DMC07</b>	<p><b>Closed and Transport Container Handling Commercial</b></p> <p>Manual handling of Closed Containers between an Iron Mountain facility and a Customer Location or within an Iron Mountain facility. Applies to storage of non-record materials only; not subject to NARA facility standards of 36 CFR Subpart B.</p>	\$1.24	Per container handled
<b>DMC08</b>	<p><b>Transport Container Commercial</b></p> <p>Use of Transport Containers between an Iron Mountain facility and a Customer Location for transporting slotted media. Applies to storage of non-record materials only; not subject to NARA facility standards of 36 CFR Subpart B.</p>	\$4.40	Per container monthly
<b>DMC09</b>	<p><b>Transport Carts Commercial</b></p> <p>A cart assigned to a Customer for use during transport of Slotted Media. The quantity supplied depends on the normal quantity of tapes moving each service day and a monthly rental charge is applicable. Applies to storage of non-record materials only; not subject to NARA facility standards of 36 CFR Subpart B.</p>	\$117.90	Per cart monthly
<b>DMC10</b>	<p><b>Scheduled Service (Within 50 Mile Radius) Commercial</b></p> <p>The service of picking up or delivering Items on a scheduled basis within 50 miles of the servicing facility. Scheduled Service is generally performed by one Iron Mountain Service Representative. Applies to storage of non-record materials only; not subject to NARA facility standards of 36 CFR Subpart B.</p>	\$32.52	Per trip

## Commercial Data Management Services

(see <http://cic.ironmountain.com/records/glossary> for service definitions)

Item #	Task / Description	GFY 2020 GSA Price/Unit	Unit
<b>DMC11</b>	<p><b>Standard Special Delivery Commercial</b></p> <p>A transportation service in which delivery or pickup is scheduled to occur within twenty-four (24) hours of the Customer's verified telephone notification within 50 miles of the servicing facility. A Standard Special is available only for Customer locations within a Service Location's Service Territory and is charged per trip, per site and is in addition to the regularly scheduled trip charge. Routine use of the Standard Special service in lieu of Scheduled Service for transportation may require the use of Iron Mountain Dedicated Transportation. The Standard Special Delivery charge is in addition to the Scheduled Service, Long Distance and Weekend/ Holiday trip charge. Applies to storage of non-record materials only; not subject to NARA facility standards of 36 CFR Subpart B.</p>	<b>\$18.55</b>	Per request
<b>DMC12</b>	<p><b>Critical Special Delivery Commercial</b></p> <p>Emergency transportation service in which delivery or pickup of Media is scheduled to occur within three (3) hours of the Authorized Customer employees telephone notification: also refers to a Customer request for non-scheduled deliveries where the request is entered at a time such that Iron Mountain cannot consolidate the requested Items on an existing scheduled route and effect delivery within the desired schedule within 50 miles of the servicing facility. A Critical Special is available only for Customer Locations within the local branch's Service Territory and is charged per Customer Location, per trip. The Critical Special Delivery charge is in addition to the Scheduled Service, Long Distance and Weekend/ Holiday trip charge. Applies to storage of non-record materials only; not subject to NARA facility standards of 36 CFR Subpart B.</p>	<b>\$131.64</b>	Per request
<b>DMC13</b>	<p><b>Scheduled Service - Same Building/ Same Campus Commercial</b></p> <p>Scheduled Service where Customer may have several account numbers all being serviced in the same building (but on different floors) or in another building on the same campus during a single transportation visit within 50 miles of the servicing facility. The first account to be serviced pays the regular contracted Scheduled Service transportation rate and the other accounts pay a lower transportation fee for Iron Mountain to pickup or deliver Media on a different floor or at another campus building during a single visit. Applies to storage of non-record materials only; not subject to NARA facility standards of 36 CFR Subpart B.</p>	<b>\$0.41</b>	Per request

## Commercial Data Management Services

(see <http://cic.ironmountain.com/records/glossary> for service definitions)

Item #	Task / Description	GFY 2020 GSA Price/Unit	Unit
<b>DMC14</b>	<p><b>Holiday/ Weekend Service Commercial</b></p> <p>An additional charge for service provided on Weekends and Holidays. If Customer's normal Scheduled Service day falls on an Iron Mountain Holiday, Customer has the option of moving service to the prior or subsequent Business Day at no additional charge. Holidays will be published in advance to ensure Customers have time to plan accordingly. Applies to storage of non-record materials only; not subject to NARA facility standards of 36 CFR Subpart B.</p>	\$27.27	Per trip
<b>DMC15</b>	<p><b>Monthly Minimum Fee Commercial</b></p> <p>The minimum monthly billing charge for each Customer account number. Applies to storage of non-record materials only; not subject to NARA facility standards of 36 CFR Subpart B.</p>	\$165.22	Per invoice
<b>DMC16</b>	<p><b>Administration Fee Commercial</b></p> <p>A monthly fee charged to all accounts for the supply and maintenance of Authorized User ID cards issued to Customer personnel and other administrative services associated with the management of each account. Applies to storage of non-record materials only; not subject to NARA facility standards of 36 CFR Subpart B.</p>	\$16.27	Per monthly

### Commercial Data Management Services Out-Year Pricelist

Item #	Task / Description	GFY 2020 GSA Price/Unit	GFY 2021 GSA Price/Unit
<b>DMC01</b>	<b>Slotted Media Storage Commercial</b>	\$0.16	\$0.17
<b>DMC02</b>	<b>Round Reel Tape Storage Commercial</b>	\$0.31	\$0.32
<b>DMC03</b>	<b>Closed Container (Small) Commercial</b>	\$7.14	\$7.28
<b>DMC04</b>	<b>Closed Container (Medium) Commercial</b>	\$11.32	\$11.55
<b>DMC05</b>	<b>Closed Container (Large) Commercial</b>	\$12.02	\$12.26

<b>Item #</b>	<b>Task / Description</b>	<b>GFY 2020 GSA Price/Unit</b>	<b>GFY 2021 GSA Price/Unit</b>
<b>DMC06</b>	<b>Tape Handling Commercial</b>	<b>\$0.18</b>	<b>\$0.19</b>
<b>DMC07</b>	<b>Closed and Transport Container Handling Commercial</b>	<b>\$1.24</b>	<b>\$1.26</b>
<b>DMC08</b>	<b>Transport Container Commercial</b>	<b>\$4.40</b>	<b>\$4.49</b>
<b>DMC09</b>	<b>Transport Carts Commercial</b>	<b>\$117.90</b>	<b>\$120.25</b>
<b>DMC10</b>	<b>Scheduled Service (Within 50 Mile Radius) Commercial</b>	<b>\$32.52</b>	<b>\$33.17</b>
<b>DMC11</b>	<b>Standard Special Delivery Commercial</b>	<b>\$18.55</b>	<b>\$18.92</b>
<b>DMC12</b>	<b>Critical Special Delivery Commercial</b>	<b>\$131.64</b>	<b>\$134.27</b>
<b>DMC13</b>	<b>Scheduled Service - Same Building/ Same Campus Commercial</b>	<b>\$0.41</b>	<b>\$0.42</b>
<b>DMC14</b>	<b>Holiday/ Weekend Service Commercial</b>	<b>\$27.27</b>	<b>\$27.82</b>
<b>DMC15</b>	<b>Monthly Minimum Fee Commercial</b>	<b>\$165.22</b>	<b>\$168.52</b>
<b>DMC16</b>	<b>Administration Fee Commercial</b>	<b>\$16.27</b>	<b>\$16.59</b>

# Appendix



## Terms and Conditions Applicable to Records Management, Data Management, Document Conversion, and Image on Demand Services

All Services provided by Iron Mountain are subject to the following **General Terms and Conditions**. In addition, Image on Demand (IOD) services, and Data Management (DM) services are subject to the respective **Special Terms and Conditions**.

### General Terms and Conditions

Iron Mountain Information Management, LLC (“Iron Mountain” or “IM”) will perform the services described on schedules annexed to this Agreement, either physically or by reference (each a “Schedule”), and Customer will pay IM for such services according to the rates and provisions in the Schedules. All services will be provided subject to this Agreement, which consists of this page, the Basic Terms and Conditions, the Schedules and the Glossary of terms that can be found at <http://cic.ironmountain.com>.

- 1. VALUE OF DEPOSITS.** Customer declares, for the purposes of this Agreement, that (a) with respect to hard-copy (paper) records, microfilm and microfiche stored pursuant to this Agreement, the value of such stored items is \$1.00 per carton, linear foot of open-shelf files, container or other storage unit, and (b) with respect to round reel tape, audio tape, video tape, film, data tape, cartridges or cassettes or other non-paper media stored pursuant to this Agreement, the value of such stored items is equal to the cost of replacing the physical media. Customer acknowledges that it has declined to declare an excess valuation, for which an excess valuation fee would have been charged.
- 2. LIMITATION OF LIABILITY.** Iron Mountain’s liability, if any, for loss or destruction of, or damage to, materials stored with Iron Mountain (“Deposits” or “Items”) is limited to the value of each Deposit as described above, or as otherwise set forth herein. Iron Mountain’s maximum liability with respect to services not related to storage is the amount paid by Customer for a discrete project or, if the loss is related to service of an ongoing and continuing nature, six months of fees paid by Customer for such service. Other limitations on Iron Mountain’s and/or Customer’s liability are set forth in these General Terms and Conditions and the Special Terms and Conditions below.
- 3. Customer Instructions.** Customer warrants that it is the owner or legal custodian of the Deposits and has full authority to store the Deposits and direct their disposition in accordance with this Agreement. IM will perform services pursuant to the direction of Customer’s agent(s) identified

pursuant to IM's standards. Authority granted to any persons on standard authorization forms shall constitute Customer's representation that the identified persons have full authority to order any service, including disposal or removal of Deposits. Such orders may be given in person, by telephone or in writing (fax, email or hard-copy). Customer releases IM from all liability by reason of the destruction of materials pursuant to Customer's authorization.

4. **Operational Procedures.** Customer shall comply with IM's reasonable operational requirements, as modified from time to time, regarding cartons, carton integrity, delivery/pickup/account closing volumes, preparation for pickup, security, secure shredding protocols, access and similar matters. Extraordinary volume requests (defined as 125% of the average volume over the immediately preceding three month period) may involve additional charges, such as overtime, which Customer will pay at IM's overtime rates, provided Customer consents to such charges in advance.
5. **Force Majeure.** Neither party shall be liable for delay or inability to perform caused by acts of God, governmental actions, labor unrest, acts of terrorism, riots, unusual traffic delays or other causes beyond its reasonable control.
6. **Governmental Orders.** IM is authorized to comply with any subpoena or similar order related to the Deposits, provided that IM notifies Customer promptly upon receipt thereof, unless such notice is prohibited by law. IM will cooperate with Customer's efforts to quash or limit any subpoena, at Customer's expense.
7. **Confidentiality.** "Confidential Information" means any information (i) contained in the Deposits, (ii) concerning or relating to the property, business and affairs of the party disclosing such information that is furnished to the receiving party, and (iii) regarding this Agreement, its Schedules and IM's processes and procedures; except for information that was previously known to the receiving party free of any obligation to keep it confidential, is subsequently made public by the disclosing party or is disclosed by a third party having a legal right to make such disclosure. Confidential Information shall be used only in the manner contemplated by this Agreement and shall not be intentionally disclosed to third parties without the disclosing party's written consent. IM shall not obtain any rights of any sort in or to the Confidential Information of Customer contained in Deposits. IM shall implement and maintain reasonable safeguards designed to protect Customer's Confidential Information.
8. **Additional Limitation of Liability.**
  - a. Liability for Loss or Damage to Deposits. IM shall not be liable for any loss or destruction of, or damage to, Deposits, including costs resulting from a loss of a Deposit constituting a breach of data security or confidentiality, unless such loss or damage resulted from IM's negligence. If liable, the amount of IM's liability is limited as provided in Provision 2 of these General Terms and Conditions. Deposits are not insured by IM against loss or damage, however caused. Customer may insure Deposits through third-party insurers for any amount. Customer shall cause its insurers of Deposits to waive any right of subrogation against IM.

- b. Liability for Non-Storage Services. With respect to services not related to the storage of Deposits, IM shall not be liable for any loss or default unless such loss or default is due to the negligence of IM. If liable, the amount of IM's liability is limited as provided in Provision 2 of these General Terms and Conditions.
- c. No Consequential Damages. In no event shall either party be liable for any consequential, incidental, special or punitive damages, or for loss of profits or loss of data, or the cost of recreating any data or information, regardless of whether an action is brought in tort, contract or under any other theory of liability.
- 9. ITAR/EAR Compliance.** Customer represents that none of the Deposits stored by Iron Mountain pursuant to this Agreement require protection from access by foreign persons because they contain technical information regarding defense articles or defense services within the meaning of the International Traffic in Arms Regulations (22 CFR 120) or technical data within the meaning of the Export Administration Regulations (15 CFR 730-774). If any of Customer's Deposits do contain any such information, Customer shall notify Iron Mountain of the specific Deposits that contain such information and acknowledges that special storage and service rates shall apply thereto.
- 10. Non-Custodial Status.** Unless Iron Mountain shall have explicitly agreed in writing, Iron Mountain's performance of services shall not cause Iron Mountain to be deemed a "custodian" of the records or "designee" of Customer under state or federal law with respect to such records.
- 11. Notice of Loss.** When Deposits have been lost, damaged or destroyed, Iron Mountain shall, upon confirmation of the event, report the matter in writing to Customer.
- 12. Safe Materials and Premises.** Customer shall not store with IM any material that is highly flammable, may attract vermin or insects, or is otherwise dangerous or unsafe to store or handle, or any material that is regulated by federal or state law or regulation relating to the environment or hazardous materials. Customer shall not store negotiable instruments, jewelry, check stock or other items that have intrinsic value
- 13. 13. Transportation Outside of 50 Miles:** In accordance with GSA's solicitation requirements for SIN 541611RM, Iron Mountain is authorized to use the GSA Government Bill of Lading (GBL) program to move records to and from sites more than 50 miles from an Iron Mountain facility. Iron Mountain will coordinate these moves unless otherwise directed by the ordering agency. A customer may elect to acquire such extended transportation services through the GBL Program, from Iron Mountain (open market), or directly from a third party transportation provider.

## Special Terms and Conditions-Document Conversion (DMS) and Image on Demand (IOD) Services

- 1. Limitations and Exclusions of Liability.** Iron Mountain shall not be liable under this Agreement unless Iron Mountain fails to exercise such care as a reasonably careful person would exercise under like circumstances. If liable, the amount of Iron Mountain's liability is limited to the amount paid by Customer for a discrete project or, if the service is of an ongoing and continuing nature, six (6) months of fees paid by Customer for such service.
- 2. Ownership Warranty.** Customer warrants that: (i) it is the owner or legal custodian of the Deposits; (ii) it has full authority to direct the disposition of the Deposits in accordance with this Agreement; and (iii) Iron Mountain's imaging or otherwise processing the Deposits shall not violate the rights of any third party.

## Special Terms and Conditions-Data Management

- 1. No Product Warranty.** Iron Mountain hereby assigns to Customer any manufacturers' warranties applicable to any products sold by Iron Mountain pursuant to this Agreement. Iron Mountain provides no warranties related to products sold. WITH RESPECT TO PRODUCTS SOLD BY IRON MOUNTAIN TO CUSTOMER, IRON MOUNTAIN MAKES NO EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.