

BID NAME/NUMBER: 22-543-09-06 / Offsite Document Storage, Destruction, and other Related Services



OPEN DATE: September 06, 2022 2:00 PM CST

Vendor Name: 3GS, LLC.  
 Street address: 1970 W. Expressway 85  
 City, State: Mercedes, TX 78570  
 Phone: (956) 665-1200  
 Fax: (956) 267-8881  
 Contact: Norma J. Woodward  
 Email: betty@lonestars shredding.com

No.	DESCRIPTION:	Charges	uom
1	Storage Fees		
	15x12x10 Box	\$0.50	Per Box
	18x12x10 Box	\$0.75	Per Box
	24x18x10 Box	\$1.75	Per Box
2	Minimum Monthly Charge	see above	Per Box
3	Services to include Retrieval and Shelving of Boxes	\$3.50	Per Box
4	Indexing of box (one time set up fee)	\$1.50	Per Box
5	Destruction	\$4.00 per letter size/ \$6.00 per banker/legal size	
6	Permanent Removal	\$5.00	pick up and delivery
7	Pick-Up and Delivery Services	\$25.00	Rush Fee Per Box
8	3 onsite shredding bins	\$75.00 1st bin, \$25.00 per additional bin	
	1st. Yr. Renewal	0.00%	
	2nd. Yr. Renewal	5.00%	

Please Note:

**City of Mission  
Pricing Schedule**

**Proposal Name/No.: Offsite Document Storage, Destruction, and other Related Services / RFP: 22-543-09-06**

For any questions directly regarding the "Offsite Document Storage, Destruction, and other Related Services - Proposal No. 22-543-09-06",

please email:

Crissy Cantu, Purchasing Buyer: [ccantu@missiontexas.us](mailto:ccantu@missiontexas.us)

**NOTE:** For invitations for Proposals the terms "Offer" and "Offeror" shall mean "Proposal" and "Proposer", respectively; and for Requests for Proposal terms "Proposal" and "Proposer" shall mean "Offer" and "Offeror", respectively, in this solicitation and any associated exhibits. Proposals must be submitted on all quantities specified on this schedule.

**The Offeror is required to Sign and Date Each Page of the Schedule**  
**Submit All Pages with the Offer.**

ITEM NO.	DESCRIPTION BASE TERM 2 YEAR	MONTHLY CHARGES
	Storage Fees	
	15 x 12 x 10 Box (Standard Letter Box)	\$ 0.50 / per box
	18 x 12 x 10 Box (Standard Banker Box)	\$ 0.75 / per box
1	24 x 15 x 10 Box (Legal-Size Banker Box)	\$ 1.75 / per box
2	Minimum Monthly Charge	\$ See Above /Per Box
3	Services to include Retrieval and Shelving of Boxes	\$ 3.50 /Per Box
4	Indexing of box (one time set up fee)	\$ 1.50 /Per Box
5	Destruction	\$ 4.00/per letter size, \$6.00/per banker/legal size
6	Permanent Removal	\$ 5.00 /pick-up and delivery
7	Pick-up and Delivery Services	\$ 25.00 /rush fee per box (as needed)
8	3 onsite shredding bins	\$ 75.00 1st bin, \$25.00/per additional bin

**Renewal Terms:** The City of Mission shall reserve the option to renew this order for an additional two (2) consecutive, one (1) year period at the end of the service period. A proposer may offer a fixed maximum percentage of escalation for each of the one year options. The term of this contract shall be two (2) years from contract award date. The amount of escalation will be taken into consideration in evaluation of the proposal. State maximum percentage of escalation as follows:

\*\* 0 % 1<sup>st</sup> year renewal total option term

\*\* 5 % 2nd year renewal total option term

**\*IF NO PERCENTAGE OF ESCALATION IS INCLUDED A ZERO PERCENTAGE WILL BE ASSUMED.**