

**Request for Quotes (“RFQ”) No. CC 2022-006**  
**RECORDS MANAGEMENT SERVICES**  
 Price Quotes Form

**Quotes**

Please provide price quotes for all line items and the total sum price for 24 months term. Column C. is an estimate and not a guarantee. Prices shall remain firm during the contracted TWENTY-FOUR (24) months, with the option to extend, subject to the availability of funds, and upon mutual agreement.

A. Item Number	B. Item Description	C. Estimated Quantity for 24 Months	D. Price per Item Including Fees & Tax	E. Estimated Price for 24 Months Including Fees & Tax
1	Records Storage (standard size bankers boxes)	600 boxes	\$	\$
2	Records Retrieval/Delivery to the OHA	50 boxes	\$	\$
3	Pick Up Records from the OHA and Return/Reshelve	50 boxes	\$	\$
4	Permanent Records Removal	50 boxes	\$	\$
5	Shredding Service	50 boxes	\$	\$
6	Supplies Boxes	100 boxes	\$	\$
7	Relocation if needed	600 boxes	\$	\$
<b>TOTAL SUM PRICE FOR 24 MONTHS</b> including all applicable fees and taxes shall be indicated through the Hawaii eProcurement System (HIePRO). Invoices will be based on the actual number of boxes multiplied by the corresponding price per item on this Price Quotes Form.				\$

Description of the record inventory system: \_\_\_\_\_.

**Contact Information**

Legal Name of Business: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Full Name of Contact Person: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Full Name of Authorized Signer: \_\_\_\_\_

Title of Authorized Signer: \_\_\_\_\_

Date: \_\_\_\_\_