

Records & Document Recovery Services Contract Overview

Prior to utilizing a contract, the user should read the contract in it's entirety.

CONTRACT DESCRIPTION

- ▶ This Contract covers the requirements to provide immediate recovery and/or restoration for non-electronic records and documents during and after an emergency of any disaster, from the smallest water leak to a major catastrophe, such as a massive fire or flood where if damaged or destroyed, would disrupt agency operations and information flow, cause considerable inconvenience and require replacement or re-creation.
- ▶ This contract covers non-electronic records and documents, which are essential to the critical business functions of the Commonwealth.

CONTRACT INFO

Material or Service	Service	
Title	Record & Document Recovery Services	
Contract #	4400003927	
Number of Suppliers	3	Pcard enabled: No
Validity Period	January 1, 2009 thru December 31, 2010	
DGS BOP Point of Contact	Brandi Budd, Commodity Specialist, DGS Bureau of Procurement, Services Division	
Contact Phone #	717-703-2940	
Email	bbudd@state.pa.us	

PRICING HIGHLIGHTS

- ▶ Multiple Award Contract.
- ▶ It is anticipated that some disasters may take several months to recover and restore documents, etc. After services under the scope of this Contract are rendered, the Contractor will submit an Invoice to the Comptroller, as well as a Confirmation of Services Form (COSF), Exhibit C, to the affected agency. Contractors are permitted to bill on a monthly basis and will start to submit the Invoice and Confirmation of Services Form after the first 30 days of the project.

PROCESS TO ORDER

- ▶ SRM - Product Category 81112004
- ▶ Refer to DGS website, PA eMarketplace, Contract 4400003927, Review Contract Terms & Conditions and Supplier Information.
- ▶ Review Geographic Service Coverage for each Supplier and determine which supplier provides the services/coverage in your area.
- ▶ Commonwealth agencies under the Governor's jurisdiction should have developed an agency-specific disaster preparedness and recovery plan, as well as a Disaster Team in accordance with the guidelines of the *State Records Management Manual M210.7, Chapter 14*.
- ▶ ****IMPORTANT**** Review **EUP-Ordering Procedures** on e-Marketplace for processing purchase orders against this contract.

Supplier Name & Address	COSTARS Participant	Vendor No. Contract No.	Telephone No.	Fax No.	Contact Person	E-Mail
Munters Corporation 79 Monroe St Amesbury, MA 01913-0640	NO	210660 ===== 4400003923	800-686-8377	978-241-1313	Bob Harrison	Bob_Harrison@munters.com
Rapid Refile, LLC 6324 Winside Dr Bethlehem, PA 18017-9352	NO	330030 ===== 4400003924	877-59-RAPID	610-837-4344	Joseph Perko	Jperko@rapidrefile.com
Belfor USA Group, Inc. 2780 Commerce Dr STE 200 Middletown, PA 17057-3245	NO	314765 ===== 4400003925	717-939-9090 Ext. 101	717-939-9097	John Kray	John.Kray@us.belfor.com