



HM TREASURY

Response to HM Treasury - Annual Transfer Programme

July 2015





PRICING TABLE AND CAVEATS



Pricing Table and Caveats

TOTAL FIXED PRICE FOR 3 YEARS

Please provide the total fixed price to deliver the requirements set out in Appendix B – Service Description in accordance with the actual number of estimated records by completing and submitting the table below:

Stage	Activity	Method of charging (for instance activity, outcome, time)	Unit Costs	Volume discounts	Quoted total cost to deliver the activity
Stage 1:	Collection of files from current storage facility to equally secure Contractor premises.	Free of Charge and materials) (FOC)	REDACTED	N/A	REDACTED
	Confirmation that retrieved physical files match inventory listing.	FOC	REDACTED	N/A	REDACTED
	Storage of files for the duration of the project;	Per Cubic Foot	REDACTED	N/A	REDACTED
Stage 2:	Provision of onsite resource (security cleared to SC level) to carry out sensitivity flagging of all files (i.e. the review of each files' title against inventory listing)	Daily Labour charge per person for on-site support activities	REDACTED	N/A	REDACTED
Stage 3:	Provision of offsite resources (security cleared to SC level) to carry out Cleaning (i.e. physical preparation of file), including re-boxing to TNA standards	Charge per file (up to 150 pages per file)	REDACTED	N/A	REDACTED
	Provision of offsite resources (security cleared to SC level) to carry out Cataloguing (i.e. inputting file information on the TNA template for uploading to the TNA database) to TNA standards	Charge per file	REDACTED	N/A	REDACTED
	Provision of onsite resource (security cleared to SC level) to carry out sensitivity review of files that have been flagged as sensitive (i.e. the page by page review of each flagged file) in accordance with HMT Sensitivity Review Guidance.	Daily Labour charge per person for on-site support activities	REDACTED	N/A	REDACTED

Stage 4:	The transportation of files between offsite storage and onsite premises of files requiring sensitivity review	Per trip	REDACTED	N/A	REDACTED
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Stage 5:	Facilitation of TNA quality inspections on the cleaned and catalogued files	FOC	REDACTED	N/A	REDACTED
Stage 5:	Transportation of files (i.e. files that have been approved by TNA as meeting TNA standards and signed off as ready for transfer) to TNA once ready for transfer	Per trip	REDACTED	N/A	REDACTED
Other charges	Daily room charge for secure isolated room	Per day	REDACTED	N/A	REDACTED
	<u>Stationery costs</u>				
	Poly Pockets 73,940	Per each	REDACTED	N/A	REDACTED
	Acid free envelopes 6,894	Per each	REDACTED	N/A	REDACTED
	Photocopying 74,680	Per each	REDACTED	N/A	REDACTED
Tags 334	Per bag of 100	REDACTED	N/A	REDACTED	
TNA Boxes 6,808	Per box	REDACTED	N/A	REDACTED	
				Total Fixed price (Tender Price)	£691,882.38

The above table provides the full price for all 3 project years from 2015 through to 2018. The summary table shown below indicates the breakdown of this pricing by year. An individual detailed breakdown of each of the 3 years is also provided:

Year	Files	Fixed Price Quote
2015/16	REDACTED	REDACTED
2016/17	REDACTED	REDACTED
2017/18	REDACTED	REDACTED
Total	37340	£ 691,882.38

No volume discounts are offered as part of this bid. Any additional files would be charged at the same cost per file / activity as indicated by the pricing structure above.

The Iron Mountain pricing submission is based on a high level of confidence in the cost per activity of each of the requirements outlined for the respective stages. This is based on previous work completed on behalf of HM Treasury. Should there be any significant variance in the timescales

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versus the assumptions made then Iron Mountain would reserve the right to review and amendment to pricing if this was deemed to be outside of Iron Mountain influence.

Should the transfer of files to TNA be delayed due to HMT or TNA then all relevant boxes awaiting quality checking will be returned to IM storage and charged at a rate of £0.15p per cubic ft per month until the files are reviewed & transferred.

2015/16 FIXED PRICE BREAKDOWN

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Stage	Activity	Method of charging (for instance activity, outcome, time)	Unit Costs	Volume discounts	Quoted total cost to deliver the activity
Stage 1:	Collection of files from current storage facility to equally secure Contractor premises.	Free of Charge and materials) (FOC)	REDACTED	N/A	REDACTED
	Confirmation that retrieved physical files match inventory listing.	FOC	REDACTED	N/A	REDACTED
	Storage of files for the duration of the project;	Per Cubic Foot	REDACTED	N/A	REDACTED
Stage 2:	Provision of onsite resource (security cleared to SC level) to carry out sensitivity flagging of all files (i.e. the review of each files' title against inventory listing)	Daily Labour charge per person for on-site support activities	REDACTED	N/A	REDACTED
Stage 3:	Provision of offsite resources (security cleared to SC level) to carry out Cleaning (i.e. physical preparation of file), including re-boxing to TNA standards	Charge per file (up to 150 pages per file)	REDACTED	N/A	REDACTED
	Provision of offsite resources (security cleared to SC level) to carry out Cataloguing (i.e. inputting file information on the TNA template for uploading to the TNA database) to TNA standards	Charge per file	REDACTED	N/A	REDACTED

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Stage 4:	Provision of onsite resource (security cleared to SC level) to carry out sensitivity review of files that have been flagged as sensitive (i.e. the page by page review of each flagged file) in accordance with HMT Sensitivity Review Guidance.	Daily Labour charge per person for on-site support activities	REDACTED	N/A	REDACTED
	The transportation of files between offsite storage and onsite premises of files requiring sensitivity review	Per trip	REDACTED	N/A	REDACTED
Stage 5:	Facilitation of TNA quality inspections on the cleaned and catalogued files	FOC	REDACTED	N/A	REDACTED
Stage 5:	Transportation of files (i.e. files that have been approved by TNA as meeting TNA standards and signed off as ready for transfer) to TNA once ready for transfer	Per trip	REDACTED	N/A	REDACTED
Other charges	Daily room charge for secure isolated room	Per day	REDACTED	N/A	REDACTED
	<u>Stationery costs</u>				
	Poly Pockets 25,000	Per each	REDACTED	N/A	REDACTED
	Acid free envelopes 2,000	Per each	REDACTED	N/A	REDACTED
	Photocopying 25,740	Per each	REDACTED	N/A	REDACTED
	Tags 90	Per bag of 100	REDACTED	N/A	REDACTED
TNA Boxes 1,914	Per box	REDACTED	N/A	REDACTED	
				Total Fixed price (Tender Price)	REDACTED

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2016/17 FIXED PRICE BREAKDOWN

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Stage 1:	Collection of files from current storage facility to equally secure Contractor premises.	Free of Charge and materials) (FOC)	REDACTED	N/A	REDACTED
	Confirmation that retrieved physical files match inventory listing.	FOC	REDACTED	N/A	REDACTED
	Storage of files for the duration of the project;	Per Cubic Foot	REDACTED	N/A	REDACTED
Stage 2:	Provision of onsite resource (security cleared to SC level) to carry out sensitivity flagging of all files (i.e. the review of each files' title against inventory listing)	Daily Labour charge per person for on-site support activities	REDACTED	N/A	REDACTED
Stage 3:	Provision of offsite resources (security cleared to SC level) to carry out Cleaning (i.e. physical preparation of file), including re-boxing to TNA standards	Charge per file (up to 150 pages per file)	REDACTED	N/A	REDACTED
	Provision of offsite resources (security cleared to SC level) to carry out Cataloguing (i.e. inputting file information on the TNA template for uploading to the TNA database) to TNA standards	Charge per file	REDACTED	N/A	REDACTED
	Provision of onsite resource (security cleared to SC level) to carry out sensitivity review of files that have been flagged as sensitive (i.e. the page by page review of each flagged file) in accordance with HMT Sensitivity Review Guidance.	Daily Labour charge per person for on-site support activities	REDACTED	N/A	REDACTED

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Stage 4:	The transportation of files between offsite storage and onsite premises of files requiring sensitivity review	Per trip	REDACTED	N/A	REDACTED
Stage 5:	Facilitation of TNA quality inspections on the cleaned and catalogued files	FOC	REDACTED	N/A	REDACTED
Stage 5:	Transportation of files (i.e. files that have been approved by TNA as meeting TNA standards and signed off as ready for transfer) to TNA once ready for transfer	Per trip	REDACTED	N/A	REDACTED
Other charges	Daily room charge for secure isolated room <u>Stationery costs</u> Poly Pockets 23,840 Acid free envelopes 2,384 Photocopying 23,840 Tags 119 TNA Boxes 2,574 Sensitivity Transfers	Per day Per each Per each Per each Per bag of 100 Per box	REDACTED REDACTED REDACTED REDACTED REDACTED	N/A N/A N/A N/A N/A	REDACTED REDACTED REDACTED REDACTED REDACTED
				Total Fixed price (Tender Price)	REDACTED

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2017/18 FIXED PRICE BREAKDOWN

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Stage 1:	Collection of files from current storage facility to equally secure Contractor premises.	Free of Charge and materials) (FOC)	REDACTED	N/A	REDACTED
	Confirmation that retrieved physical files match inventory listing.	FOC	REDACTED	N/A	REDACTED
	Storage of files for the duration of the project;	Per Cubic Foot	REDACTED	N/A	REDACTED
Stage 2:	Provision of onsite resource (security cleared to SC level) to carry out sensitivity flagging of all files (i.e. the review of each files' title against inventory listing)	Daily Labour charge per person for on-site support activities	REDACTED	N/A	REDACTED
Stage 3:	Provision of offsite resources (security cleared to SC level) to carry out Cleaning (i.e. physical preparation of file), including re-boxing to TNA standards	Charge per file (up to 150 pages per file)	REDACTED	N/A	REDACTED
	Provision of offsite resources (security cleared to SC level) to carry out Cataloguing (i.e. inputting file information on the TNA template for uploading to the TNA database) to TNA standards	Charge per file	REDACTED	N/A	REDACTED
	Provision of onsite resource (security cleared to SC level) to carry out sensitivity review of files that have been flagged as sensitive (i.e. the page by page review of each flagged file) in accordance with HMT Sensitivity Review Guidance.	Daily Labour charge per person for on-site support activities	REDACTED	N/A	REDACTED

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Stage 4:	The transportation of files between offsite storage and onsite premises of files requiring sensitivity review	Per trip	REDACTED	N/A	REDACTED
Stage 5:	Facilitation of TNA quality inspections on the cleaned and catalogued files	FOC	REDACTED	N/A	REDACTED
Stage 5:	Transportation of files (i.e. files that have been approved by TNA as meeting TNA standards and signed off as ready for transfer) to TNA once ready for transfer	Per trip	REDACTED	N/A	REDACTED
Other charges	Daily room charge for secure isolated room	Per day	REDACTED	N/A	REDACTED
	<u>Stationery costs</u>				
	Poly Pockets 25,100	Per each	REDACTED	N/A	REDACTED
	Acid free envelopes 2,000	Per each	REDACTED	N/A	REDACTED
	Photocopying 25,740	Per each	REDACTED	N/A	REDACTED
Tags 125	Per bag of 100	REDACTED	N/A	REDACTED	
TNA Boxes 2,574	Per box	REDACTED	N/A	REDACTED	
				Total Fixed price (Tender Price)	REDACTED

