

Q - Is the sprinkler system mandatory

A – Yes

Q – What is the duration of the contract

A – Through the end of the state fiscal year 3/31/2019

Q – What is the pickup location for the 712 boxes

A – Cattaraugus County Family Court, 303 Court St, Little Valley, NY 14755

Q– What is the turnaround time for the project

A – The project is to be completed, and the invoice is to be paid by 3/31/2019

Q – How long will the boxes need to be stored

A – Until the project is completed

Q – Does this project require Secured Document Destruction

A – No, this will be handled by the court

Q – Will multiple pickup dates be available

A – Yes, upon request.

Q – What is the average number of pages per file / files per box.

A – The size of each file fluctuates; Our sample-size averaged nearly 1,900 pages per box.

Q – Will there be more than one docket number per box

A – Yes

Q - Will confidential records be boxed and sent separately

A – No. all files are to be considered confidential and will be sent together.

Q – How often will you need to retrieve these records?

A – The court may request a copy of a file occasionally