

## Project Information Narrative

We are proposing to have constructed a steel frame building measuring 100'x120' with a breeze way connection to the existing building measuring 60'x30'. The purpose of this addition/new construction is to expand the storage capacity of our current business to meet the RFP of a customer. The RFP is seeking a company to store the following:

- Capacity to store 36,000 boxes of documents
- Building to be steel frame, with security entrance controls, video surveillance, burglar and fire alarm
- Building to be equipped with a fire suppression system connected to central station
- Must be in an area free from toxic, hazardous and combustible materials
- Roof must be non-combustible, leak proof with no roof mounted equipment
- Must not contain highly flammable, caustic, explosive materials
- Must be under climate control to maintain relative humidity under 50%
- Must provide on-site audit room for records; the connecting breezeway will provide this office space
- Available services of document destruction will also be provided; currently in place in existing building
- Record retrieval and export will be conducted daily to provide record management for the customer; this service to be provided by DHS, FedEx, etc.

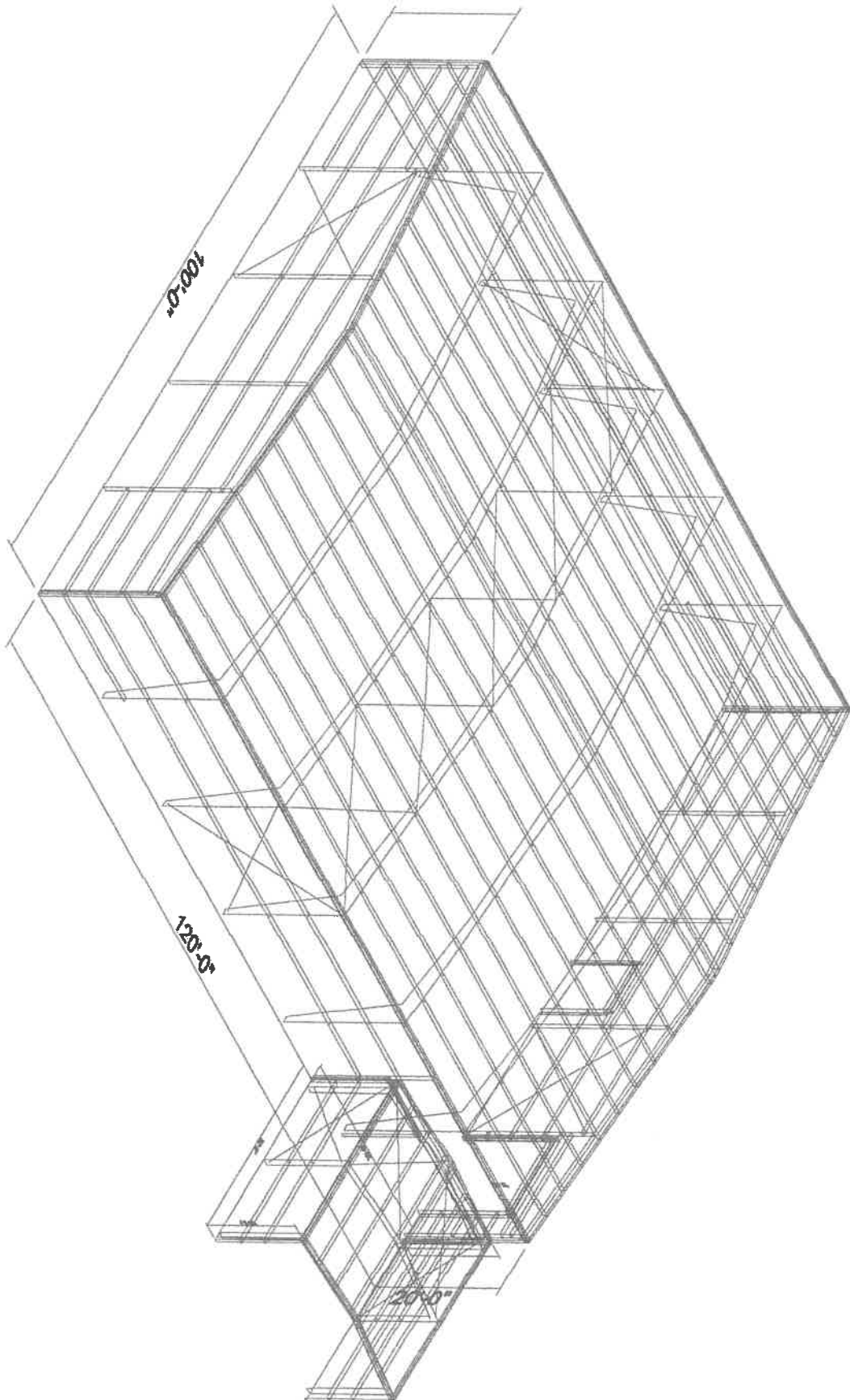
The proposed intake of boxes will not occur until after November 25, 2018. This allows us to have ample time to do the necessary construction. The expansion of the business will significantly assist in our current operation. The current operation already has in place the following to meet the needs of the expansion:

- 24 hour surveillance video recording with 120 day backlog
- Fire, burglar and intrusion monitoring connected to central station
- Software system for record intake and administration
- Physical office space and bath facilities already present in current building

To date since January 2014, we have retrieved and shredded and exported for recycling over 595,000 pounds of paper. We expect to have more than 255,000 pounds of paper documents shredded this year alone. More importantly this paper has been properly destroyed to prevent the identity or information theft.

For more information, please contact me at 518-766-9607 or email us at [contact@trustincds.com](mailto:contact@trustincds.com)

20'-0"





**CERTIFIED**  
DOCUMENT SECURITY

**Corporate Headquarters**  
4066 Rt. 203, PO Box 34  
North Chatham, NY 12132

**Document Security Facility**  
County Route 9  
West Lebanon, NY 12195

Office: (518) 766 - 9607  
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U.S. ROUTE 20  
4 ROD WIDE TURNPIKE

25 N/F  
BROWN  
P. 230

R = 547.78'  
L = 270.94'  
CH = N 00°06'36" W  
268.19'

LANDS N/F  
JAMES W. & KAREN E. FINK  
C. 368, F. 1866

LANDS N/F  
CHARLES WOOD  
L. 614, P. 252

LANDS N/  
JOEL P. & CATHERINE  
L. 604, P. 9

LOT 2E  
LANDS OF  
MICHAEL POLACINSKI &  
CELINE M. POLACINSKI  
L. 473, P. 286  
TO BE CONVEYED

INITIAL AREA = 9.32± ACRES  
REMAINING AREA = 6.60± ACRES

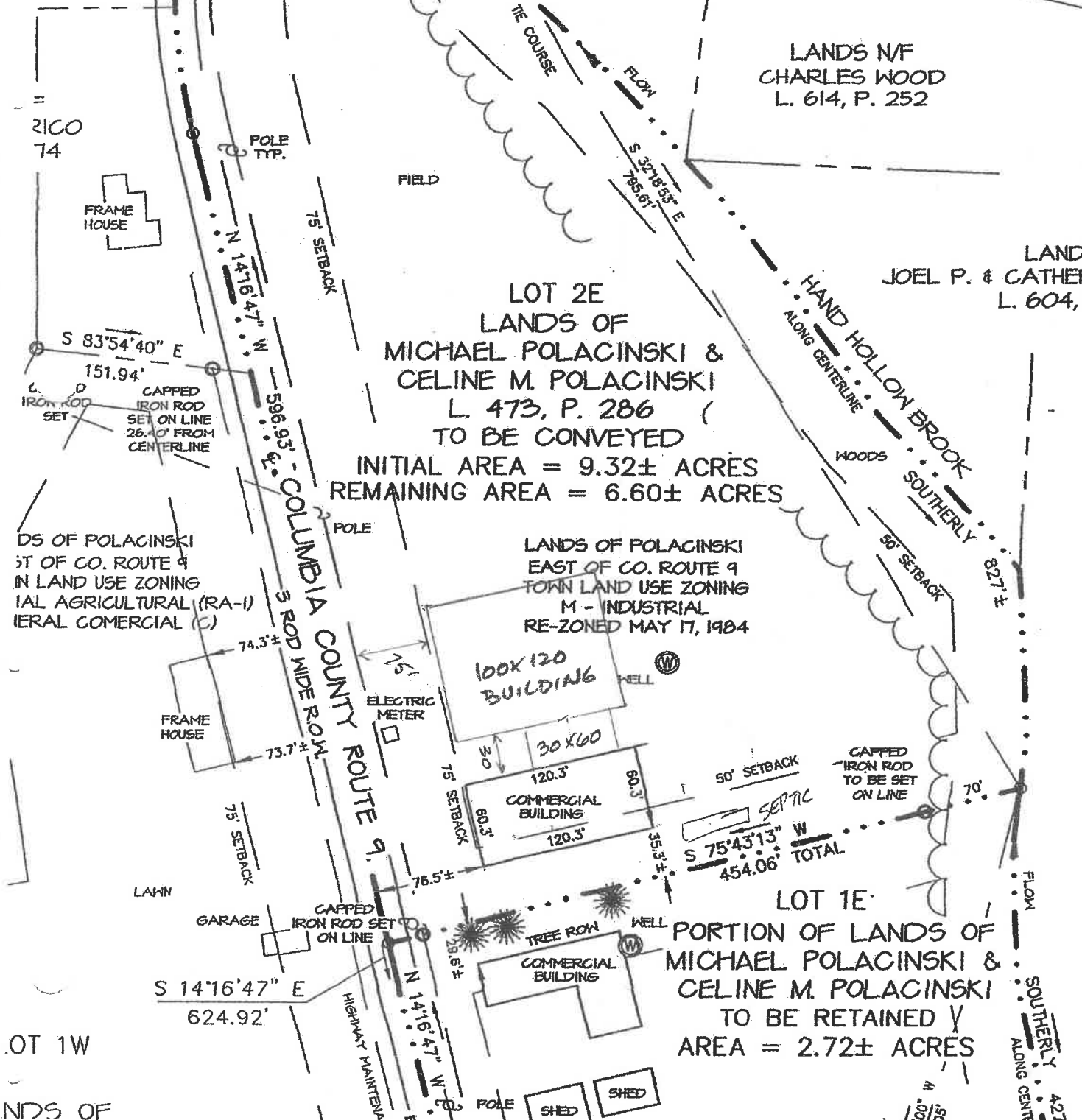
LANDS OF POLACINSKI  
EAST OF CO. ROUTE 9  
TOWN LAND USE ZONING  
M - INDUSTRIAL  
RE-ZONED MAY 17, 1984

100X120  
BUILDING

30X60  
COMMERCIAL  
BUILDING

COMMERCIAL  
BUILDING

LOT 1E  
PORTION OF LANDS OF  
MICHAEL POLACINSKI &  
CELINE M. POLACINSKI  
TO BE RETAINED  
AREA = 2.72± ACRES



LOT 1W  
LANDS OF

AL

SOUTHERLY  
ALONG CENTRE  
427