

**Records Storage & Retrieval**

Solicitation Number: 5400015696

Maximum Contract Period:

12/18/2018 - 12/17/2023

**Contract Terms and Conditions**

**ITMO Procurement Manager:**

Will Butler  
(803) 737-9854

[wbutler@mmo.sc.gov](mailto:wbutler@mmo.sc.gov)

**Special Instructions for Using This Contract:**

Carefully review any service agreements prior to signing

**Stevens & Stevens Business Records**

Contract # 4400020188

Vendor # 7000259787

Robert Copenhaver  
1200 Woodruff Rd  
Suite B-11  
Greenville, SC 29607  
Phone: (864) 392-0900  
Alternate Phone: (864) 230-7716  
Fax: (864) 331-8499  
Email: [rcopenhaver@ssbrm.com](mailto:rcopenhaver@ssbrm.com)

**Vital Records Control**

Contract # 4400020187

Vendor # 7000257430

Trey Hoey  
1 Millen St.  
Cayce, SC 29033  
Phone: (803) 724-3408  
Email: [thoey@vrcofsc.com](mailto:thoey@vrcofsc.com)