



Department of Administration / Division of Purchases
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23 May 2012
Addendum #4

RFP # 7449672

Title: Records Storage & Retrieval Services (MPA #163)

Submission Deadline: 1 June 2012 @ 11:00 AM (EDT)

- **14 vendor questions / State responses, relating to the pre-submission meeting summary are released in this addendum.**
- **No additional questions shall be entertained.**
- **Interested parties are advised to peruse this website, on a regular basis.**

A handwritten signature in black ink, appearing to read 'Jerome D. Moynihan', is located below the list of bullet points.

Jerome D. Moynihan, C.P.M., CPPO
Assistant Director for Special Projects

**7449672 – Records Storage
PreBid May 11, 2012 and Email Question Response Summary**

1. Must the vendor facilities be located in RI?

Response: No. The State will be focused on whether the vendor can meet the requirements stated in the Request for Proposal as opposed to a specific location.

2. a) Breakdown by Box and Size?

Response: For the Judiciary, 95% are standard size boxes and 5% check boxes. For the Executive Branch, see attached Exhibit A.

b) Retrieval Charge and \$1.00 per Box permanent withdrawal fee?

Response: There are no retrieval charges, aside from the \$1 permanent out fee, in order to transfer the boxes to a new facility. Additionally, should a new vendor be selected, no retrieval charges should apply other than the permanent out fee per box at the end of the contract term. Additionally, for destruction of a box at the vendor's facility, no retrieval charges should apply and only the destruction charge will apply. In other words, the fees proposed by the vendor should not be cumulative (added on to each other).

3. Disaster Recovery Pricing/Restoration? Disaster where. . . your office or vendor office. More clarity on conditions? What kind of disaster? GSA Certified Vendor to do restoration?

Response: In the vendor's facility, they are liable should a disaster strike and damage the State's records. For disaster recovery and restoration services that may be needed by the State on State property or in a State facility should a disaster strike, the State is looking for value added services (not a required service) that would be provided by the vendor, along with prices for basic services in this area. The vendor, if they offer any services in this area, should provide an appropriate menu of options and pricing.

4. Pricing for vault storage. Is there current usage?

Response: The Judicial Branch does not currently use vault storage. For the storage needs of the Executive Branch, see Exhibit A attached.

5. Can a vendor submit on 1 or both? MPA or just Judicial?

Response: Yes, the vendor may submit a proposal to cover storage for only one Branch (Judicial or Executive) if it chooses to do so. However, the proposing vendor should clearly specify the scope of their proposal and whether it is limited to cover the storage needs for only one Branch. Further, all pricing submitted by the vendor should clearly state any limitation on the scope and breadth of its offering. If no limitation is specified, the State will assume that the vendor's proposal will cover all of the State's needs.

6. Section 4 (page 15). Is that temp required for all standard records storage?

Response: NARA standards provide a recommendation for the storage of paper or hard-copy records at a maximum temperature of 70 degrees Fahrenheit, with a humidity level at 30-50 percent. See ARMA TR 01-2011. However, based on vendor comments, it appears that despite this standard, paper and hard-copy records not being stored in a vault-type setting, in practice, are not stored strictly within these guidelines. It was also suggested that requiring storage within these limits would be cost prohibitive to the State. In order to deal with this situation, the State is looking for two separate price quotes; one for storage within the requirements stated above and one without it. If the vendor provides a single price, and unless otherwise stated, the State will assume that the vendor's rates do not include storage at the limits set forth above.

7. See Page 10 – facility standards for requirements.

Response: See answer 6 above.

8. Regulation standards for electronic records posted.

Response: The regulations related to electronic storage are posted as an addendum to the RFP. The State is looking for document preparation, scanning, electronic storage and destruction of the paper copy as a value added service. Please provide a menu of services and pricing based on volumes as mentioned in the cost proposal template attached as an appendix to the RFP.

9. If you change vendors, how long to shift boxes, in a transition plan?

Response: The vendor should provide a proposed transition plan with a timetable for completion should an award be made to someone other than the incumbent vendor. The vendor should clearly state any assumptions it uses in formulating a transition plan, but it appears the industry standard for such a transition would amount to 4000 boxes per week.

10. Will existing vendor provide electronic inventory/listing to new vendor?

Response: Yes.

11. Emergency pulls/deliveries? –

Response: Judiciary has 1 to 2 per week during normal business hours. Executive may have 1 per week during normal business hours. The Judiciary needs the file and cannot receive it electronically. The Executive Branch and others may receive the information electronically but depends upon who is requesting the information and what is needed.

12. Page 25. Price Schedule #5 (bulk rate). Clarify? Does this include transportation or staging/storage.

Response: Bulk rate includes items 3a to 3e as stated in the RFP and Exhibit E. It does not include transportation or staging.

13. Notice to give to current vendors?

Response: Contract expires on June 30, 2012. No notice is needed

14. Will it be a requirement that the records covered under this RFP be physically stored within the State of RI? Or will storage in a bordering state (CT) be acceptable provided the facility meets all the requirements set forth in the RFP, and provided all service level expectations can be met?

Response: See answer to #1.

END