



Solicitation Information  
April 29, 2019

Addendum #2

RFP #7598724

TITLE: RFP - RECORDS STORAGE & RETRIEVAL SERVICES (MPA-163)

Submission Deadline: May 8, 2019 at 11:00 AM (ET)

Please note: On Page 27 of the RFP it states:

Four (4) printed paper copies of the technical and cost proposals.

This is changed to six (6) printed paper copies of each.

Attached are vendor questions with State responses. No further questions will be answered.

Gail Walsh  
Chief Buyer

1. As your Scope of Work section has about 13 pages of requirements, we cannot sufficiently address your Scope and other RFP requirements in 10 pages. Would you consider removing the page limit restriction for the Technical Proposal?  
If not, please provide the highest page limit that you can provide.

**Answer: The page limit restriction is for consistency among all potential proposals. Please proceed with the required 10 pages.**

2. Will you accept electronic signatures for the original documents instead of ink signatures? We use a print company in another state.

**Answer: Yes**

3. Contract Questions

- a. Can we negotiate the State's General Conditions of Purchase? We may require small modifications to the contract.

**Answer: Typically, no; however, minor modifications may be discussed and referred to Legal Counsel.**

- b. When signing the Section 4-Certifications document, are the State's General Conditions of Purchase (Attachment A, pages 200-212), the terms and conditions being referenced in 1?

**Answer: The terms and conditions referenced on Page 3 of the RIVIP Bidder Certification Cover Form include the State's General Conditions of Purchase and include all other terms and conditions contained within the Request for Proposal and all addendums.**

- c. Will the contract terms and conditions from the Prior contract-Attachment A, on pages 3 to 6 apply to the new contract also?

**Answer: Yes**

4. Please confirm that you do not require vendors to include a performance bond for \$2,000,000 with the proposal submission.

**Answer: A performance bond will be required of the successful vendor at time of award.**

5. Since we are providing these services to the State of Rhode Island already, may we use the State as one of the three references required in the Technical Proposal?

**Answer: Please furnish three references from other than the state of Rhode Island.**

6. For Appendix A, for the total contract value, are you asking for the current contract value or for the value in the proposal?

**Answer: Please include your proposed contract value.**

7. Our 10K Annual Report is almost 200 pages long. Therefore, as a publicly traded company may we provide the website address for the State of Rhode Island to access this data electronically instead of in hard copy in our proposal submission?

**Answer: Yes, website address is acceptable.**

8. Can we add a short Executive Summary at the beginning of the Technical Proposal that does not count towards the Technical Proposal page limit?

**Answer: Yes, a single page Executive Summary at the beginning of the Proposal is acceptable.**

9. Do you need two sets of Technical and Cost Proposals (one package of each for the Executive and Judicial branches), or could we just give separate Cost Proposals for the two branches to save on paper and CDs?

**Answer: The complete submission must be completed for both Executive and Judicial.**

10. We may deliver our proposal submission ourselves. Please provide instructions for doing so.

**Answer: Yes. Instructions for proposal submission are contained in the Request for Proposal. Remember that we are not permitted to accept late bids so please allow for traffic, parking, etc.**

Is there a reception area available where we can deliver our proposal boxes, and can we get a written receipt for our proposal submission?

**Answer: Yes. At the Division of Purchases, a member of our staff will provide a receipt upon request.**

11. We participated in the last RFP process for this business in 2012 and (vendor) was one of the finalists in the selection process. In 2012 there was not a geographic requirement for our facilities to be within a 30-mile radius of Providence, RI. The facility we would service the State of RI from would be located in our newer Windsor, CT, which is 100 miles from Providence. Would this distance be an automatic disqualifier or is the State of RI open to considering distances more than the 30-mile requirement?
- a. (Vendor) would be able to meet all RFP commitments with the exception of emergency deliveries. The State of RI specifies a 3 hour delivery and our commitment would be a 4 hour delivery.

**Answer: In Addendum #1 the radius is increased from 30 miles to 30-60 miles from Providence. Due to the needs of the State and its Agencies, the radius requirement and the capability to complete emergency delivery is mandatory.**

12. Would new barcodes need to be affixed to boxes currently in storage if a new vendor takes over the contract?

**Answer: If the potential vendor is able to utilize RFID barcodes currently in use by the State new barcodes would not need to be affixed.**