

STATE OF CONNECTICUT
DEPARTMENT OF ADMINISTRATIVE SERVICES

Susanne Hawkins
Buyer Name

(860) 713-5064
Buyer Phone Number

PROCUREMENT DIVISION
165 Capitol Avenue, Room 5th Floor South
HARTFORD, CT 06106-1659

RFP NO.: 12PSX0085

Proposal Due Date: 17 December 2012

Date Addendum Issued: 9 November 2012

PLEASE NOTE:

This document has been marked as "Returnable". Electronic submittal of this document indicates that your company has read and accepted any modifications to the RFP that are contained in this Addendum.

RFP ADDENDUM #1

DESCRIPTION: **Hard Copy Records and Magnetic Media Storage and On-Site Destruction Services**

FOR: All Using State Agencies,
Political Sub-Divisions and Not-For-Profit Organizations

PROPOSERS NOTE:

Below are the responses to submitted RFP Questions:

Question 1: What is the volume of storage at your current vendor and the level of activity related to this material.

Response: As of Oct 1, 2012, the State utilized 316,684.92 Cubic Feet of Hard Copy Storage Space. For Magnetic Media Storage, the State utilized 15,260 Slotted Tapes, 84 Small Containers, 105 Medium Containers and 155 Large Containers.

Question 2: There is no information regarding the permanent removal fees and/or transfer of this inventory. We are assuming that if the incumbent is not awarded the bid that all records would need to be transferred.

Response: The Product and Service Specifications state: At the start of the contract for each using agency, Proposer shall assume total responsibility for moving records internally and off-site to their location at no expense to the state. **NO ADDITIONAL CHARGES WILL BE ALLOWED.**

Question 3: Is any portion of this bid designated for set aside?

Response: No.

Question 4: Under Quantities and/or Usages it states: These are estimated quantities and/or usages only and in no way represent a commitment and/or intent to purchase. Actual quantities may vary and will be identified on individual purchase orders issued by the requesting state entity.

Response: It is the responsibility of each Client Agency (State, Political Sub-Division and Not-For-Profit Organizations) to maintain this information for their entity.

Question 5: Total number of media tapes in storage, by type of media?

Response: Reference response to Question 1.

Question 6: Total number of media tapes swapped per day?

Response: Total number of Magnetic Media Tapes swapped per year is approximately 12,211.

Question 7: Total number of hard copy boxes in storage, by container size?

Response: Most hard copy boxes are 1.2 cubic foot.

Question 8: Monthly activity for hard copy boxes?

Response: The monthly activity for hard copy storage boxes averages for Retrievals = 216 boxes per month, Refiles = 216 per month, Receiving and Entry = 1,160 new boxes per month

Question 9: The state is requiring that the proposer assume total responsibility for moving records for each agency, does this include the proposer's paying the permanent removal fees from the State's current vendor. If so what are the total permanent removal fees for the entire state contract?

Response: Yes, the Contractor shall be responsible for retrieval costs, permanent withdrawal costs and moving cost associated with the storage containers for the Client Agency. At the start of the contract for each Client Agency, Proposer shall assume total responsibility for moving records internally or off-site to their location at no expense to the state.

Question 10: The RFP states "All storage facilities used by the Proposer for this contract shall have a valid Public Records Storage Facility Certificate of Approval (Form RC-150.2) on file with the Connecticut State Library, Office of the Public Records Administrator, issued no later than, January 1, 2010 in accordance with CGS Sec. 11-8. If the Proposer's storage facilities are not certified, they shall receive certification prior to proposal opening date."

Response: It is desirable that the storage facility already be certified by the Connecticut State Library, Office of the Public Records Administrator. If a Proposer does not have a current Public Records Storage Facility of Approval, the Proposer's paperwork should be in process with the Connecticut State Library, Office of Public Records Administrator prior to the proposal opening date.

Question 11: Is the "Opening Date" the date the bids are opened or the date the new contract would be opened/issued? In either case, what is the anticipated "Opening Date"?

Response: Opening Date (the date all proposals are due) is December 17, 2012.

Question 12: Is there a listing of the agencies and their total cubic footage for records storage available for bidder review?

Response: No, DAS does not have such a list. It is the responsibility of each Client Agency (State, Political Sub-Division and Not-For-Profit Organizations) to maintain this information for their entity.

Question 13: Is there any type of annual records services activity report available for us to review so that we can gain a better understanding of the State's past records service requirements?

Response: No we do not have any annual records service activity reports available. However, as of Oct 1, 2012, the State utilized 316,684.92 Cubic Feet of Hard Copy Storage Space and for Magnetic Media Storage; the State utilized 15,260 Slotted Tapes, 84 Small Containers, 105 Medium Containers and 155 Large Containers.

Question 14: Is there a listing of the agencies and their media storage and service requirements available for bidder review?

Response: No, DAS does not have such a list. It is the responsibility of each Client Agency (State, Political Sub-Division and Not-For-Profit Organizations) to maintain this information for their entity.

Question 15: Will the State of CT entertain splitting the award between hardcopy records and magnetic media between two bidders if significant savings can be demonstrated versus other bidders?

Response: The evaluation process will be a determining factor how this contract will be awarded.

Question 16: Can a Facility Certification for only magnetic media storage be obtained?

Response: Any and all storage facilities used by the Proposer for this contract shall have a valid Public Records Storage Facility Certificate of Approval (Form RC-150.2) on file with the Connecticut State Library, Office of the Public Records Administrator.

Question 17: One of our contacts at the State Public Records office mentioned that the state media vault requirements are “out dated”, and legally describe an appropriate vault environment as a concrete construction. We were told that this description was written circa 1969, and that efforts are being made to rephrase the terminology to include modular vaults, which by today’s standards are recognized as superior storage solutions. As our vault is a FM200, fireproof modular unit, we wanted to verify that we are able to bid on this contract in its entirety, and not just the hard copy records portion.

Response: All storage facilities that we store any Hard Copy and Magnetic Media Records for the State of Connecticut must have a valid Public Records Storage Facility Certificate of Approval (Form RC-150.2) on file with the Connecticut State Library, Office of the Public Records Administrator.

Question 18: Is there updated information available on the State Agencies (name and address), and relative volume (box or cubic feet), which are actively using the existing storage contract, 01PSX0128, in an Iron Mountain facility? Are activity levels (number of requests, etc) available for review?

Response: No, DAS does not have such a list. It is the responsibility of each Client Agency (State, Political Sub-Division and Not-For-Profit Organizations) to maintain this information for their entity.

Question 19: Under the existing contract, the State of CT has agreed to pay permanent withdrawal fees with the existing vendor (Iron Mountain). Traditionally, our organization has subsidized these costs, allowing our customers to move their records from an existing vendor into our facility at no cost to them. Is the State of CT paying these fees to Iron Mountain, or would it be acceptable in our response to propose that we cover these costs?

Response: The Contractor shall be responsible for retrieval costs, permanent withdrawal costs and moving cost associated with the storage containers for the Client Agency. At the start of the contract for each Client Agency, Proposer shall assume total responsibility for moving records internally or off-site to their location at no expense to the state.

Question 20: As the existing contract is set to expire March 31st, 2013, what would be the expected timeframe of transition for the winning bidder? For example, would the winning bidder be expected to move the inventory in its entirety before this date (February-March), or afterwards (March-April)?

Response: DAS anticipates having the new contract awarded by April 1, 2013.

Question 21: As this contract covers all CT State Agencies, does this mean that all CT State Agencies *must* use the winning bidder? Does this contract cover municipalities as well? And what is the likelihood of this contract being ungrouped, so that businesses may compete on single state agencies, rather than all state agencies at once (there are very few vendors who can do this)?

Response: This contract will be made available to be used by All Using State Agencies, Political Sub-Divisions of the State (Municipalities) and Not-For-Profit Organizations.