



**ADDENDUM #3  
RFP R15-132 IP  
November 12, 2015**

**NAME OF PROJECT:**  
**"Records Storage and Management"**

**PROPOSAL DUE DATE:** **CHANGED TO:** FRIDAY, NOVEMBER 20, 2015 - NO LATER THAN 2:00 PM

This document shall become as fully a part of the above named RFP and Contract Documents as if included and shall take full and complete precedence over anything stated or shown to the contrary in them.

Acknowledgment: Each Offeror shall indicate in the place provided acknowledgment of receipt of this Addendum.

**Each and every Offeror, subcontractor, and material supplier shall be responsible for reading each and every item in this Addendum to ascertain the extent and manner it affects the work in which he is interested.**

**\*\*\*CHANGES TO THE PUBLICATION NOTICE\*\*\***

The following items and information are corrections and additions to the above referenced project.

1. **RFP DUE DATE AND TIME:**  
**CHANGED TO: FRIDAY, NOVEMBER 20, 2015 – NO LATER THAN 2:00 PM**
2. **CLARIFICATIONS:**  
This addendum is being issued for informational purposes only.  
As per current contract with Iron Mountain; the City and the new Contractor will incur no permanent withdrawal fees.
3. **QUESTIONS/ ANSWERS**  
**CLOSED on October 26, 2015**  
Please find answers to submitted questions on following page.

Offeror shall acknowledge receipt of this addendum by signing below, and this addendum must be returned as part of the proposal.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Firm

Question 1:

Under Exhibit 7, it asks to estimate approximately 2,300 references. My question is what do you consider to be a references?

Answer:

A reference is pulling or refiling a box or file. It can also include adding page or file to a box or file that is stored in the warehouse.

Question 2:

Is there a word version of the RFP or a “fillable” PDF version that can be used to enter in the responses instead of handwriting the responses for the RFP?

Answer:

Please refer to the document attached to this RFP .

Question 3:

The City is requesting that the new contract have no Permanent withdrawal fees in the pricing structure, which would seem to be a benefit to the incumbent provider as they are they only vendor not having to pay an upfront fee to take over the business. Providers who have to pay those fees to acquire the business would be at a disadvantage with paying the fees and then only being given a 3 year term to spread those fees over. It might make it difficult to be able to provide the best pricing possible in the RFP. Will the city consider options like:

- a. Allowing the permanent withdrawal fees into the agreement and not make those proposals “non-responsive?”

Answer:

No, the City will not allow this option.

- b. Will they consider a 5 year term to spread the fees paid by a new vendor out further?

Answer:

The term of the Contract is negotiable (Please refer to section 1.16 of RFP)

- c. If the City doesn’t want Permanent Withdrawal fees at the end of the contract, will they agree to at least a retrieval fee to compensate a vendor for the labor involved in pulling the boxes and staging them for removal?

Answer:

No, the City will not allow this option.