



Housing Authority of the City of Pittsburgh

Contracting Officer
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February 3, 2014

Document/Record Storage Management and Related Services

RFP#250-01-14

ADDENDUM NO.2

This addendum issued February 3, 2014 becomes in its entirety a part of the Request for Proposals RFP#250-01-14 as is fully set forth herein:

Item 1: Q: In order to come up with a total project cost in Attachment K Fee Sheet, what quantities of files and cartons should the vendor use? Knowing the expected amount of folders, cartons, etc to be stored will also allow vendors to determine if they have enough space set aside for this project and/or begin making plans to make the space.

A: Please See Attachment A to this RFP for a revised Fee Sheet with an estimated number of boxes.

Item 2: Q: Must the storage facility be located a certain distance from Pittsburgh or can vendors with out-of-state locations respond to this as well?

A: There are NO geographical limitations.

Item 3: Q: Is a vendor currently providing the requested storage management services to the HACP?

A: Yes.

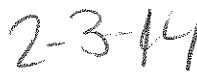
Item 4: Clarification: The due date is Feb. 21, 2014.

Item 5: The proposal due date is changed to Feb. 21, 2014 at 2:00 PM, time and location will remain unchanged at the HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

END OF ADDENDUM NO. 2



Mr. Kim Detrick
Procurement Director/Contracting Officer



Date

Attachment A

Revised Fee Sheet (Attachment K)

(RFP-250-01-14 Document/Record Storage Management and Related Services)

ATTACHMENT K Revised

Document/Record Storage Management and Related Services

RFP#250-01-14

FEE SHEET

To be submitted in a separate sealed envelope

PRICE IS TO BE LISTED PER THE FOLLOWING:

Carton Activity: option	Initial Term	1st extension option	2nd extension
Document Pick up from HACP			
Shelving & Coding			
Retrieval			
Retrieval (Rush)			
Refile			
Permanent Removal(Prep work, data entry & verification)			
Record Center Dock Access			

File Activity option	Initial Term	1st extension option	2nd extension
<i>Folders</i>			
Scanning Charge			
Indexing from Transmittal sheets			
Indexing Other			
Retrieval (pulling from standard carton)			
Retrieval (Rush Pulling)			
Refile (refilling in standard carton)			
Permanent Removal(Prep work, data entry & verification)			
Record Center Dock Access			
<i>Computerized Tracking</i>			
Monthly Charge (per file)			

Delivery/Pickup Fees option	Initial Term	1st extension option	2nd extension
<i>Regular Business hours (M-F, 8am - 5 pm)</i>			
1 - 25 cartons and/or files			
26 or more cartons and/or files			
<i>Holiday hours</i>			
1 - 25 cartons and/or files			
26 or more cartons and/or files			

Destruction: option	Initial Term	1st extension option	2nd extension
Hard Copy			
Computer Media			
Mobile Tote			
Mobile tote HACP site shredding			

Hard Copy Storage: option	Initial Term	1st extension option	2nd extension
<i>Monthly Fees</i>			
Minimum Charge (storage)			
Administration Fee			
Standard Box storage			
Climate controlled box storage			
Vault storage			
Pallet storage (warehouse)			

Cartons: option	Initial Term	1st extension option	2nd extension
Standard (letter/legal) size			
Other			

Total Project Cost:

Option	Cost (from above)	Number of Boxes	Initial Term (in months)	Total
Administration Fee		2500	36	
Standard Box Storage		2500	36	
Total Project Cost (Add total column together)				

Total Project Cost: \$ _____
In words

Name (Printed): _____

Company
Name: _____

Title: _____

Address: _____

Phone: _____

Signature: _____