



Housing Authority of the City of Pittsburgh

Contracting Officer
100 Ross Street
2nd Floor Suite 200
Pittsburgh, PA 15219
(412) 456-5248
Fax: (412) 456-5007
www.hacp.org

March 31, 2014

Document/Record Storage Management and related services Rebid RFP#250-01-14 Rebid

ADDENDUM NO.2

This addendum issued March 31, 2014 becomes in its entirety a part of the Request for Proposals RFP#250-01-14Rebid as is fully set forth herein:

Item 1: Q: Would the HACP consider imaging the documents, and indexing those documents, for immediate retrieval via software by the various count departments, rather than storing the physical documents in leased space and pay for retrieval services?

A: Possibly, in the future

Item 2: Q: Is the vendor responsible for providing all 3,300 boxes or does/will the HACP have them?

A: The vendor is responsible, though HACP may have boxes in use from previous contract

Item 3: Q Will the HACP pack records into boxes or will the vendor be responsible?

A: HACP will pack boxes

Item 4: Q Is there a current contract for these services or is this a new project?

A: There's a current contract

Item 5: Q How many retrieval requests does the HACP anticipate every month for the 3-day turnaround time? How large will these requests be on average?

A: Based on last year's usage an average: 4 files per month and 2 boxes *Usage may increase due to relocation and development projects

Item 6: Q Does the HACP want the 65-gallon locked totes to be sent onsite to a HACP location or will they just required to be at the vendor's storage facility to accommodate those records the HACP designates for offsite destruction?

A: On site: 6 bins all located at 200/100 Ross St addresses

Item 7: Q Will the vendor be able to pick up and transport all records in a few trips or will there be weekly or monthly pickups according to the HACP's schedule? If on the HACP's schedule, how large will each pickup be?

A: At will bases. Amount will vary but usually no more than a few boxes

Item 8: Q What should the "Record Center Dock Access" lines in the price table include?

A: Cost to place records on your dock and the cost to pick retrieve the records from the dock of another vendor.

Item 9: Q Do we need to hire both a MBE and a WBE? Or just one or the other?

A: Minimum best efforts for BOTH a certified MBE and WBE must be done and included with your proposals.

Item 10: Q Is the HACP using OnBase still?

A: No.

Item 11: Q Does the file or the box or both need to be returned upon request?

A: Yes, both could occur depending on the request.

Item 12: Q Are the current files in boxes and ready to be shipped to storage? Who is responsible for boxing the day forward files?

A: Yes, HACP is responsible

Item 13: Q Are all departments in HACP participating in this storage requirement and forwarding files?

A: Yes, all departments have accesses however not all departments utilize the service.

Item 14: Q Is it required that documents are stored in PA or can they be stored elsewhere as long as the SLA is met?

A: As long as items requested meet the designated time frame, storage location can be located outside of PA.

Item 15: Q Please define the requirements for shredding?

A: Cross cutting or equivalent AAA NAID preferred

Item 16: Q What is the anticipated volume for shredding per week, per month?
A: **Current volume: 150lbs a week or 500lbs a month-this amount may increase due to relocation and development projects**

Item 17: Q Will you be retrieving boxes or files within a box?
A: **Both**

Item 18: Q Can you provide the current boxes sizes and inventory that is being stored?

A: **The current usage is approximately 6,205.2 cubic feet or approximately 3,297 boxes.**

Item 19: Q Are the boxes all standard size (1.2 cubic feet)?
A: **Yes**

Item 20: Q How will the current records storage center prepare the documents for transport?

A: **Make available at their storage site for pick up**

Item 21: Q Will boxes be on standard pallet sizes and be shrink wrapped?
A: **No**

Item 24: Q Will the current storage company load on our transportation trucks?
A: **No**

Item 25: Q What is your plan for preparing for transport?
A: **Request all files/boxes from current vendor and have available for pick up by new vendor**

Item 26: Q Will your staff be willing to develop a project plan to ensure project goals are accomplished?

A: **Yes**

Item 27: Q Would HACCP be interested in the selected vendor to analyze the current records management program to identify opportunities for cost reduction?

A: **Yes**

Item 28: The proposal due date, time and location are April 11, 2014 at 2:00 PM 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

MARCH 31, 2014

Date