



CITY OF ROCKVILLE
Procurement Division
111 Maryland Avenue
Rockville, Maryland 20850-2364
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ADDENDUM 1

DATE: May 11, 2023

REFERENCE: City of Rockville
Request for Quotes:

RFQ 048/FY23
Off-site Archive and Records Management Services

Scheduled Submittal Deadline: Friday, May 19, 2023 at 2:00 P.M. (EST)

NOTE: This addendum must be signed and submitted with your quote submittal. Failure to submit this addendum shall deem the bidder non-responsive.

QUESTIONS AND ANSWERS:

1. Under Facility Requirements, it states the contract's facility must be within a 20 mile radius of Rockville City Hall. If we can guarantee same-day (within 3 hours of a request) and Next Day orders, would a 28-mile radius be an acceptable distance? We have 2 locations: 9200 E Hampton Drive, Capitol Heights, MD & 7971 Tar Bay Drive, Jessup, MD.

See Scope of Services modifications provided below.

2. The pricing sheet includes file indexing per box. Can you provide a count of the number of files per box on average?

The count is 10-15 files, hard bond books 3-5 per box.

3. Is the folder name on each file folder tab? Will we also data enter information written on the boxes? Please provide a sample of the data entry information.

The files are labeled by subject and categories, boxes labeled and data file provided each time materials are stored.

4. The fees noted on your pricing sheet do not reflect the entire document storage fees that are included in the service. I don't see a cost breakdown for the retrieval of a file or box or delivery of a file or box. Should we also include the cost of materials/supplies (i.e boxes and barcode labels)? Should we include any additional items on a separate sheet?

See the revised quote form provided as Attachment A. Please use the revised quote form to provide pricing for the items listed.

5. Our transportation cost is broken down by the first box, plus each additional box. If ordering 10 boxes for delivery, the first box would be one fee and each additional box (9 boxes) would be a separate charge. Can we the transportation listing in the price sheet to reflect our pricing?

See the revised quote form provided as Attachment A.

SCOPE OF SERVICES MODIFICATIONS:

- 1. Section III (“Scope of Services”), section 2 (“Facility Requirements”), item a., shall be deleted in its entirety and replaced with the following:
 - a. **Be within a 30-mile radius of Rockville City Hall (111 Maryland Ave., Rockville, MD. 20850); (Note: Bidder’s location will be verified prior to determination for award)**
- 2. Section III (“Scope of Services”), section 2 (“Facility Requirements”), shall be modified to add the following:
 - p. **Provide a researcher that shall scan and email files to the City’s Authorized Personnel within 3 hours of the request.**

Please sign below to acknowledge receipt of addendum and return with your bid.

Company Name

Authorized Signature

Date

ATTACHMENT A

PART IV
REVISED - QUOTE FORM
RFQ 048/FY23 Off-site Archive and Records Management Services

THIS FORM MUST BE COMPLETED AND INCLUDED WITH THE QUOTE SUBMITTAL. FAILURE TO SUBMIT THIS FORM SHALL DEEM THE BIDDER NON-RESPONSIVE.

IN ACCORDANCE WITH ALL TERMS, SPECIFICATIONS AND REQUIREMENTS, WE PROPOSE TO FURNISH ALL LABOR, EQUIPMENT, MATERIALS AND SERVICES AND THE PERFORMANCE OF ALL WORK NECESSARY FOR THE PROJECT. PROVIDE PRICING BELOW TO INCLUDE OVERHEAD, PROFIT, TAXES, INSURANCE AND OTHER APPLICABLE FEES AND COSTS. ALTERATIONS TO THIS FORM OR BID ALTERNATES (UNLESS OTHERWISE SPECIFIED) ARE NOT ACCEPTABLE. **LINE ITEMS LEFT BLANK OR MARKED "\$0" SHALL DEEM THIS QUOTE NON-RESPONSIVE.**

- 1. **Storage (Monthly):**
 10 cartons/boxes (approximate)
 (approximate size: 1.5 cu.ft./box) \$/cu.ft. x 15 cu.ft. = \$_____
Minimum storage charges not applicable

- 2. **Pick-up 246 cartons/boxes (approximate)**
 Retrieval of cartons/boxes from existing location
 Transport to the Contractor's facility \$/box x 246 box = \$_____

- 3. **Receiving & Indexing 246 cartons/boxes (approximate)**
 Carton/box number and location tracking
 Indexing of existing cartons/boxes for storage \$/box x 246 box = \$_____

 File indexing within the cartons/boxes \$/box x 246 box = \$_____

- TOTAL COST** \$_____

Note: The **total cost** of each line item is subjective based on an estimation of the number of cartons/boxes and to provide an award basis. Final cost for the above items will be based on the total number of cartons/boxes actually picked up from the existing location.

- 4. **Additional Services:**
 Pick-up new/additional cartons/boxes for storage
 (approximate size: 1.5 cu.ft./box) \$/cu.ft.

 Transportation Cost \$/mile

 Carton/box number and location tracking-
 Indexing of new/additional cartons/boxes for storage \$/box

 File indexing within cartons/boxes \$/box

- 5. **Miscellaneous Services:**

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File carton/box retrieval	\$ _____/box
Shipping cost	\$ _____/box
File retrieval	\$ _____/file
Shipping cost	\$ _____/file
Scanning/E-mail (per page)	\$ _____/page
Facsimile (per page)	\$ _____/page
Duplication (per page)	\$ _____/page
Replacement Records box/carton	\$ _____/box
Client review Room (per day)	\$ _____/day
Materials/Supplies	\$ _____/file
Materials/Supplies	\$ _____/box
Transportation/Delivery	\$ _____/file
Transportation/Delivery	\$ _____/box
Additional labor (per man hour)	\$ _____/hour
Permanent Removal Fee	\$ _____

COMPLETE AND RETURN WITH QUOTE