



ADDENDUM #1
ISSUE DATE: May 6, 2022

This Addendum shall become and form a part of:

Request for Proposals #2022-0020
Off-Site Records Storage, Retrieval and Related Services

TO ALL VENDORS

This Addendum, including all articles and corrections listed below, shall become a part of the original Request for Proposals ("RFP") package and shall be taken into account in preparing your proposal response.

The above-numbered solicitation is amended as set forth below. Vendors must acknowledge receipt of this addendum by signing and completing **Attachment 1: Addenda Acknowledgement Form**. The Addenda Acknowledgement Form must be submitted with the Firm's response to this RFP. *Failure to include the Form in the proposal response may subject your firm to disqualification.*

In order to ensure that all firms are given an equal opportunity to submit a competitive response, the following are responses to questions and/or requests for clarification concerning **RFP #2022-0020**.

RFP DUE DATE AND TIME: Monday, May 9, 2022 at 03:00 P.M. Eastern Daylight Time

REVISED RFP DUE DATE AND TIME: Monday, May 16, 2022 at 03:00 P.M. Eastern Daylight Time

NOTE: The following documents are attached: Attachment 1 – Addenda Acknowledgement Form

- In the proposal you mention 12,000 1.2 archive boxes as your current storage, but you also ask for pricing for various other sizes. Do you currently have other sizes in your inventory or expect to. If so, can you be specific about what other sizes you expect to utilize and an average quantity either currently in use or expected per year.**

Answer: AH currently has the following (approximately):
11,500 1.2 cf boxes
200 3.6 cf boxes

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AH mainly utilizes the 1.2 cf boxes now. We will have a qty. of blueprint boxes sent to storage in the future. Approx. 200. These boxes are 48"x6"x 6".

- 2. You request pricing per LF for Open Shelving. Please provide your current or expected quantity of open shelved items for price determination.**
- a. Please also advise on how the open shelved folders are categorized or indexed (eg: alphabetical range; or file number; etc.)**

Answer: AH will not be utilizing offsite open shelf storage.

- 3. While you listed 12,000 archive boxes for document storage, you don't provide details as it pertains to your necessity for environmental controlled storage. Can you please provide quantity details for each size and or item type.**

Answer: Currently, no hardcopy inventory requires environmental storage.

- 4. For your environmental controlled storage/media items, what are your service requirements. Do you require a daily/weekly/monthly/annual rotations of certain media. Please be as detailed as possible for accurate pricing.**

Answer: AH has approx. 11 plastic bins of tapes/media. We do not implement tape rotations. It is just environmentally controlled storage. Our service request for delivery of media/tapes would be "on-demand"

- 5. What is the total permanent removal price to remove the inventory of your current vendor.**

Answer: \$6.50 per cf

- 6. Does Atlanta Housing expect to cover the removal cost from their current vendor, or do they want proposals for prospective vendors to reimburse for those costs. If so, please provide detailed lists of closing costs (access, permout, record change, etc).**

Answer: AH would require the vendor to cover or reimburse AH for moving costs. Not sure of the actual closing services that would be included.

- 7. The RFP designates allowance for 12- 64 gallon bins. Can you advise where these bins are located; are they all in one building; one office suite; scattered throughout one building; at various addresses, etc.**

Answer: AH has approx. 30 shred bins are located at our main building (230 John Wesley Dobbs) on the lower parking deck level. AH also has 11 offsite locations with approximately 2 bins per location.

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8. In the RFP it state the vendor will be responsible for data for the boxes to be stored at the vendor's facility at the beginning of the contract term. Will Atlanta Housing be providing an inventory report, with the data, from their current vendor? Or is the new vendor expected to record the data from the boxes and transpose them digitally? This is a very important factor to pricing of the initial items to be stored.

- If the new vendor is required to perform the data entry manually (as opposed to uploaded a report from the current vendor) please provide the level of detail of the data, where on the box the data is located, how many fields are expected to be indexed, and what do the fields typically consisted of (name?, file number?, etc.)

Answer: AH will provide the new vendor with a report of the inventory and metadata to be downloaded.

9. How long was Iron Mountain the vendor?

Answer: Iron Mountain has been the AH vendor for approximately 12 years.

10. How was their service levels?

Answer: Iron Mountain's service level has been very acceptable.

11. Can a vendor just bid on the transportation service?

Answer: At this time, AH is not considering proposals that only address transportation services. AH envisions entering into contract with one vendors that can perform all services and the entire scope of work as outlined in the RFP.

12. Can a vendor utilize a sub-contractor/3PL?

Answer: AH envisions entering into contract with one vendor to perform the services. If s firm/vendor requires or needs to utilize a subcontractor, this should be outlined in the proposals response. However, AH is contracting with one firm – regardless of the subcontractors that may be utilized to perform the work.

Addenda to this RFP will only be issued and posted on AH's website. Addenda **will not** be mailed to potential Respondents. It is the responsibility of the Respondent to monitor AH's website for any addenda issued. Each Respondent must acknowledge all addenda issued by completing and signing **Attachment 1 - Addenda Acknowledgement Form**. *The Form must be included in the Firm's response to the RFP.*

DocuSigned by:

Albert Murillo

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Albert Murillo

Senior Vice President, Contracts & Procurement

