

Offsite Records Storage

Request for Proposal: Questions & Responses

March 13, 2013

- 1. On page 5 Section H paragraph 2, it states that the vendor shall provide an environmentally controlled storage area. Our documents are stored in a warehouse environment that does not have "an average office environment temperature and humidity" climate control. Since the environment in southern California is not extreme for temperature or humidity, will the local ambient environment be deemed acceptable?**

Our documents do not need to be stored at an average office environment temperature and humidity—ambient air temperature and average humidity levels in southern California are deemed sufficient for this requirement.

- 2. On the first page it says to please submit 6 copies of your proposal to the San Francisco address attention Robert Mayson. Would it be easier for you if they were sent to your Los Angeles address instead?**

Yes, to minimize delivery cost, you may mail the hard-copies of the proposals to the attention of Robert Mayson c/o The State Bar of California, 1149 South Hill Street, Los Angeles, CA 90015-2299. Copies will be distributed to San Francisco internally.

- 3. On page 3 part D, under Permanent Removal or Destruction Services, can you please clarify the need/expectation of boxes to be destroyed if residing at the State Bar office? For example, if the State Bar needs to permanently remove a box from storage and call it back to the office, then decide the box needs to be shredded, does the State Bar want us to come to their office and shred the box 'on-site' with a mobile shred unit. Or pick up the box and take it off-site to shred?**

It is doubtful that we would ever permanently remove a box and then request that you come and shred it on-site. If we did for some reason, we would most likely have you pick-up the box (or boxes) with part of another pick up or delivery and have it shredded at your facility.

- 4. We already have a fairly comprehensive agreement (MSA) in place covering records management. Can you please tell me if we are able to respond to the RFP by submitting the MSA, or do we need to respond and 'redline' the RFP?**

In order to evaluate all proposals received fairly, we need to verify your responses to the specific terms and conditions as posted in the RFP, which may or may not differ to the agreement referenced.

- 5. With regards to initial pickup at 8500 Mercury Lane Pico Rivera, will the storage boxes be skidded for us, or will we be removing from shelves? Is there a required time frame for the complete removal of storage boxes at Pico Rivera?**

Skidded and wrapped, from loading dock. No set time frame.

- 6. Will we be provided with an Excel spreadsheet to include the current inventory of boxes and files, with descriptions and current barcodes, currently stored at the time of the transition? This will assist with tracking and with reconciling what we pick-up and what we receive for a more accurate transition; if awarded the contract.**

Yes.

- 7. On Attachment A, for year 5, Bulk permanent withdrawal the number 56,958 is this number cubic feet or boxes.**

The number represents the total cubic feet.

- 8. On the bottom of the Attachment A just above Contract Grand Total, there is a line that says "credit to offsite incumbent perm-out' fees. Can you please give me an example of when / how this would be used.**

We are seeking to establish any credits that might offset the amount of permanent removal fees that would need to be paid to relocate the entire archive.

- 9. We need to know how many docks there are at GRM in Pico Rivera? This will tell us how many simultaneous trucks can be used to pick up the storage boxes.**

There are 13 loading docks at Pico Rivera currently.