



METROPOLITAN PIER AND EXPOSITION AUTHORITY

INVITATION FOR BIDS #2020-04-M  
 RECORD RETENTION AND RETRIEVAL SERVICES

**ADDENDUM NO. (1)**

August 19, 2020

This Addendum No. 1 consists of two (2) pages and has the following information to be incorporated into the Invitation for Bids (IFB). Bidders must acknowledge receipt of this Addendum No. 1 in their IFB submittal in Required Form A, Bid Form.

**Item #1:** Bidders’ questions and/or requests and the MPEA’s responses are provided below.

<b>Bidders’ Question:</b>	<b>MPEA’s Response:</b>
Process and Procedures question #8 & #9. What is meant by “vendor authorization cards?”	This was old terminology. In prior years, we had to provide business cards of authorized employees that could do business with the storage facility. Now we just provide a list of those individuals at the inception of our business relationship and send updates as needed.
Process and Procedures question #10. What is meant by “authorization update forms?”	See above
We will provide a rate per carton and multiply that rate by the stated number of units to provide the extended cost per month. In spaces where there is no stated number of units, should we assume zero and leave the extended cost per month as zero?	Yes, assume zero. We currently do not have those types of cartons, but we may in the future.
For the items “bar-coded labels” and “permanent removal of holdings,” should we take the total amount that those services would generate in a year and divide it by twelve to arrive at the extended cost per month?	Yes, that would be fine.
For items 15-22, each time those services are performed, the boxes would have to be retrieved from storage first. Should we include the retrieval charge in line items 15-22, or is it understood that the retrieval charge would be added in when these services are performed?	Please include all charges in these lines for destruction.
Will the MPEA have to pay permanent removal fees to remove their account from their present vendor? If so, there are discounts we could offer to offset these costs. Can we add language about these discounts to the bid pricing?	Yes, please add language.
Bid mentions that the documents shall be submitted in a sealed envelope OR submitted electronically, is MPEA willing to accept electronic version only?	<i>Yes. Electronic versions are accepted.</i>

<p>Due to the nature of remote work and electronic submission, is it possible to remove the requirement of Notary public signature seal?</p>	<p>MPEA waives the requirement for a notary public signature/seal for purposes of the bid.</p>
<p>You have vault requirements that speak about media, is there additional media that will need to be stored in addition to the bulk paper that is listed?</p>	<p>No, not at this time.</p>
<p>Vehicle and Facility requirements appear to speak to tape/vault specifications, like humidity controls, do you have separate/different requirements for vehicles that are transporting only paper boxes?</p>	<p>No, we do not.</p>
<p>You also mention closed locked containers which are usually for backup tapes, and not document cartons?</p>	<p>Document cartons do not need to be locked, as long as, the facility is secured.</p>
<p>What are the types of documents that are being stored?</p>	<p>Primarily paper. Records that are required to be retained in accordance with the public records retention requirements as well as important drawings and specifications.</p>
<p>Is there an opportunity to share additional best practices to remove paper from the process going forward? Helping MPEA become paperless and more efficient?</p>	<p>Yes, that is an initiative that we have been working on.</p>