

**REQUEST FOR PROPOSALS
FOR
RECORDS MANAGEMENT SERVICES**

ADDENDUM No. 1

Date: March 15, 2013

From: Chris Hagen, City Representative

Subject: Addendum No. 1 to Request for Proposals for Records Management Services

Proposal Due Date and Time: **March 28, 2013**, 3:00 p.m. (local time, Phoenix, Arizona)

SCOPE

This Addendum forms a part of the Agreement and clarifies, corrects, or modifies the original Request for Proposals (the "RFP") documents prepared by the City of Tolleson. Acknowledge receipt of this addendum in the space provided on the attached form. This Acknowledgment must accompany the submitted Proposal. Failure to do so may subject the Vendor's Proposal to disqualification.

This Addendum No. 1 consists of modifications to (i) Section A, Article I, (ii) Section B, Exhibit B, Scope of Work and (iii) Section B, Exhibit C, Fee Proposal of the RFP.

ADDENDUM

1. Section A, Article I, Subsection 4.2, Inquiries Answered, of the RFP is hereby deleted in its entirety and replaced with the following:
 - 4.2 Inquiries Answered. Verbal or telephone inquiries directed to City staff **will not be answered**. Within two (2) business days following the Final Date for Inquiries listed on the cover of this RFP, answers to all questions received in writing or via e-mail will be posted on the City's website. No questions, submitted in any form, will be answered after the Final Date for Inquiries listed on the cover of this RFP.
2. Section A, Article I, Section 10, Vendor Licensing and Registration, of the RFP, is hereby amended as follows:

10. Vendor Licensing and Registration. Prior to the award of the Agreement, the successful Vendor shall ~~(A)~~ be licensed with the Arizona Corporation Commission to do business in Arizona and ~~(B) have a completed Request for Vendor Number on file with the City Finance Department.~~ The Vendor shall provide licensure information with the Proposal. Corporations and partnerships shall be able to provide a Certificate of Good Standing from the Arizona Corporation Commission.

3. Section B, Exhibit B, Scope of Work, Article I, of the RFP, is hereby amended as follows:

I. Introduction; Purpose. The City currently stores approximately 300 cubic feet of records in approximately 250 standard banker boxes at an offsite facility and requires reasonable access to these records. The City requires digital conversion of ALL OF its EXISTING records UPON EXECUTION OF THIS AGREEMENT, AS WELL AS NEWLY CREATED RECORDS ON AN ONGOING BASIS, including City Council agendas, minutes, ordinances, resolutions, agreements, ledgers, claims and finance documentation, to be searchable and accessible on Consultant's web-hosted repository. Consultant shall provide the City with such records management services, including the scanning, indexing, transportation, physical and electronic storage and retrieval of City records (the "Services").

4. Section B, Exhibit B, Scope of Work, Article II, of the RFP, is hereby amended as follows:

D. Retrieval of Hard-Copy Documents at Records Center and Transportation to City. The City may contact the Consultant by telephone, email or fax to request a specific document or container stored at Consultant's facility, Monday through Friday, from 8:00 a.m. to 5:00 p.m. If the City issues a standard request by 3:00 p.m. Monday through Friday, Consultant shall retrieve the requested document or container, securely transport it and deliver it to the City before 3:00 p.m. the next business day. Consultant shall maintain a log to track the location, movement and delivery of the documents stored at the facility and shall make such log accessible to the City.

1. Same Day Delivery. If the City issues a same-day-delivery request by 10:00 a.m., Monday through Friday, Consultant shall retrieve the requested document or container, securely transport it and deliver it to the City before 5:00 p.m. on the same day.

~~2. Rush Delivery. If the City issues a rush delivery request, Monday through Friday, Consultant shall retrieve the requested document or container, securely transport it and deliver it to the City within two hours of receipt of the request.~~

5. Section B, Exhibit C, Fee Proposal, of the RFP is hereby deleted in its entirety and replaced with the Scope of Work attached as Exhibit 1 to this Addendum No. 1 and incorporated herein by reference.

EXHIBIT 1
TO
ADDENDUM NO. 1
TO
REQUEST FOR PROPOSALS
FOR
RECORDS MANAGEMENT SERVICES

(Fee Proposal)

See following pages.

City of Tolleson
Records Management Services RFP
Fee Proposal

Service	Price	
	<u>External Drive/CD/DVD</u>	<u>Online Access</u>
1. Document Scanning/Imaging by Quantity	\$	\$
a. Per image for 1 to 10 bankers boxes	\$	\$
b. Per image for 10 to 50 bankers boxes	\$	\$
c. Per image for 50 to 100 bankers boxes	\$	\$
d. Per image for 100+ bankers boxes	\$	\$
2. Indexing Documents		
a. One field	\$	\$
b. Two fields	\$	\$
c. Three fields	\$	\$
d. Four fields	\$	\$
e. Five fields	\$	\$
f. Index field search, additional charge per file	\$	\$
3. Media Storage – Options:		
a. CD Storage/Output (per CD)	\$	
b. DVD Storage/Output (per DVD)	\$	
c. USB Drive Storage/Output (per USB Drive)	\$	
d. Web-Hosted Repository (per month)	\$	
4. Optional: Archive Scanned Records for 120 days	\$	
5. Transportation		
a. Normal Delivery/Pickup		
i. Per container	\$	
ii. Per file	\$	
b. Same Day Pickup/Delivery Surcharge	\$	
6. Secure Physical Storage of Documents (per month)	\$	
7. Email Archive (per month)	\$	
8. Additional Services/Items		
a. Additional containers	\$	/container
b. Photocopy	\$	/page

c. Facsimile	\$ /page
d. Shipping	\$
e.	\$ /
f.	\$ /
g.	\$ /
h.	\$ /

**CITY OF TOLLESON
ACKNOWLEDGMENT OF ADDENDA RECEIVED**

**REQUEST FOR PROPOSALS
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ADDENDUM No. 1

_____, affirms that ADDENDUM No. 1 has been
(Name of Vendor/Designee)
received and that the information contained in ADDENDUM No. 1 has been incorporated in formulating the
Vendor's Proposal.

_____, _____ 2013
Signed Date

Print Name

Title

Company Name

Address

City, State, Zip Code

This Acknowledgment must accompany the submitted Proposal.

END OF ADDENDUM No. 1