

This Q&A is posted on the UCS website at www.nycourts.gov/bids/admin under Current Solicitation and RFB# OCA/DCAJ-181.

Q. 1 Can you send me a copy of the current vendor's award winning bid for this RFP?

A. 1 We will not provide copies of prior bids for the services that are the subject of the pending bid.

Q.2 Are the records currently stored off-site at a commercial record center? If so, who is the current vendor?

A. 2 Yes, CitiStorage, LLC

Q. 3 If there is a current contract for these services, can we obtain a copy of the contract and bid specifications?

A. 3 We will not provide copies of prior bid specifications or contracts for the services that are the subject of the pending bid.

Q. 4 With regard to the bid for NYC Records Storage & Related Services we are requesting by way of this email, and per FOIL (Freedom of Information Law), the current vendor rates and information. Please let me know if this is something that you can email or mail.

A. 4 We will not provide this information during the pendency of the bid.

Q. 5 With all due respect, I believe we have a legal right under the Freedom of Information Law to have access to public records of which these would be included. All other state and local government agencies we have dealt with have always complied with this law since its passing and have done so well prior to bid closing dates. Please tell me by what right are you denying us access to this information? Assuming perhaps that you do not have the necessary authority to release this information, please tell me to whom we should be speaking or writing to get it?

A. 5 Please go to www.nycourts.gov/foil for information on FOIL.

Q. 5 In the past, for these services we were advised that the Attorney General and/or the Comptroller's office stated that a five year contract with two possible five year extensions was not permissible. Has this ruling/practice changed?

A. 5 Yes, for this bid.

- Q. 6 The specifications of page 10 (Transport from Current Storage Facility to Awarded Contractor's Facility) that it is estimated that vendor will receive inventory "at the industry standard rate of 5,000 cartons per week". While there is no formal industry standard, "industry practice" is much closer to 1,500 - 2,500 boxes per week and estimates should be adjusted accordingly.
- A. 6 The estimates will remain as stated in the bid specifications as it is our understanding that the estimates are reasonable and in accordance with industry practice.
- Q. 7 Page 12 "Detailed Specifications", Estimated Flow of Cartons - Based on the question above (#6) the first year estimates of storage should be adjusted to reflect a smaller amount than stated in the first year, and a larger amount than stated in the second year.
- A. 7 Same as 6.
- Q. 8 RFB# OCA/DCAJ-181 requires "zoned dry-piped fire suppression" and strict climate control. These requirements are outlined on page 11.
Does the UCS realize that these requirements add significant storage cost? We store millions of cubic feet of medical, legal, and financial records for leading businesses in industry standard conditions. Our record centers have a degree of climate-control and are protected by a EDFR (early detection fast response) zoned wet-piped fire suppression system. Since we started storing records for customers over 30 years ago, we have not had an accidental discharge of our system.
Please let me know if industry standard storage conditions and the associated reduced cost will meet the UCS requirements.
- A. 8 Bidders must abide by the requirements of the bid specifications, including but not limited to paragraphs "Qualifications of Bidders" on page 3 and "Storage Facility" on pages 10 and 11.
- Q. 9 Can vendor storage facility be located out of New York state?
- A. 9 Yes; however, as stated on page 4 of the specifications, OCA reserves the right to reject any bidder whose facilities and/or resources are too remote from the UCS locations to render services in a timely manner in accordance with all requirements of this solicitation.
- Q. 10 Can majority of retrievals (pulls) of specified files/cartons be delivered electronically as opposed to hand delivery?
- A. 10 No. As stated on page 4 of the specifications, OCA reserves the right to reject any bidder whose facilities and/or resources are too remote from the UCS locations to render services in a timely manner in accordance with all requirements of this solicitation.

Q. 11 Is the language in the RFB open to suggestions or do we have to adhere to the language the way it is written in the bid without any changes?

A. 10 Bidders must abide by all requirements of the bid specifications. No modifications will be allowed.

Amended Bid Response Form

The attached Bid Response Form has been amended to include a dollar sign (\$) and a line to write the price in for “Rush (overnight) retrieval and delivery” of 125 cartons and “Regular Return to Storage” of 1,350 cartons. All other items and lines remain the same. Bidders must submit only the Amended Bid Response Form.

Please note that the Amended Bid Response Form was sent by email to all bidders and is posted on the UCS website at www.nycourts.gov/bids/admin under Current Solicitation and RFB# OCA/DCAJ-181.

AMENDED BID RESPONSE FORM (p. 1 of 2)

The Bid Response Form for RFB # OCA/DCAJ-181 is amended to include a dollar sign (\$) and a line to write the price in for “Rush (overnight) retrieval and delivery” of 125 cartons and “Regular Return to storage” of 1,350 cartons. All other items and lines remain the same. Bidders must submit only the Amended Bid Response Form with their bid response.

N B: Pricing shall remain firm throughout the initial 5-year term of the contract. Request for price increases shall only be entertained for the renewal terms (See paragraph "Pricing".) In case of bidder's miscalculation, cost per unit shall prevail.

1. STORAGE PRICE - The estimated numbers of cartons reflect the estimated number of cartons in storage after cartons that are estimated will be destroyed.

\$ _____/ctn	x 298,900 cartons year 1	= \$ _____
\$ _____/ctn	x 333,500 cartons year 2	= \$ _____
\$ _____/ctn	x 342,500 cartons year 3	= \$ _____
\$ _____/ctn	x 351,500 cartons year 4	= \$ _____
\$ _____/ctn	x 360,500 cartons year 5	= \$ _____
5-year price		= \$ _____

2. PICK-UP AND TRANSPORTATION OF CARTONS FROM THE LOCATIONS

\$ _____/ctn	x 46,100 cartons year 1	= \$ _____
\$ _____/ctn	x 50,400 cartons years 2 - 5 (12,600 ctns x 4 years))	= \$ _____
5-year price		= \$ _____

3. RE-PREPARATION

\$ _____/ctn	x 14,280 ctns (5 years)	= \$ _____
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4. FILES AND CARTONS: RETRIEVAL, DELIVERY AND RETURN

	5years	5-year Price
Regular retrieval and delivery		
\$ _____/file	x 161,500	= \$ _____
\$ _____/carton	x 1,250	= \$ _____
Rush (overnight) retrieval and delivery		
\$ _____/file	x 13,000	= \$ _____
\$ _____/carton	x 125	= \$ _____
Regular return to storage		
\$ _____/file	x 168,500	= \$ _____
\$ _____carton	x 1,350	= \$ _____
5-year price		= \$ _____

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AMENDED BID RESPONSE FORM (p. 2 of 2)

5. ADDITION TO PREVIOUSLY STORED CARTONS - INTERFILES

\$ _____/file x 5,300 files year 1 = \$ _____
\$ _____/file x 16,000 files year 2 to 5 = \$ _____
(4,000 files per year x 4 yrs)
5-year price = \$ _____

[6. COMPUTERIZED INVENTORIES AT NO COST TO UCS]

7. DESTRUCTION (shredding or pulping - 864,000 lbs. 5 years)

\$ _____/lb x 288,000 lbs. Year 1 = \$ _____
\$ _____/lb x 576,000 lbs. Years 2 - 5 = \$ _____
(144,000 lbs./year x 4 yrs)
Less \$ credit /lb, if applicable
\$ _____/lb x 864,000 lbs. (5 years) = \$ (_____)
5-year price = \$ _____

8. TRANSFER PREPARATION

\$ _____/ctn x 360,500 cartons (end of year 5) = \$ _____

GRAND TOTAL PRICE for 5 years = \$ _____
(Sum of total price 1. to 8.)

Company Name: _____

Authorized Officer's Name and Title: _____

Signature: _____ Date: _____

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