

Delaware Public Archives  
121 Martin Luther King Jr. Blvd. North  
Dover, DE 19901

August 3, 2017

TO: ALL OFFERORS  
FROM: RODNEY CARSON  
GOVERNMENT SERVICES MANAGER  
SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: STA170003\_STOR-CONT

**ADDENDUM # 1**

The purpose of Addendum #1 is to respond to questions raised during the Pre-Bid Meeting held 10:00 am on August 1, 2017 at Delaware Public Archives, 121 Martin Luther King Jr. Blvd. North, Dover, DE 19901.

Q#. ( ) Question # and the Initials of the person asking.  
A. ( ) Answer and the Initials of the person responding.

BM	Bob Mack	Allstate Information Management
CM*	Courtney McCarty	Office of Management and Budget, Government Support Services
JD	Joe D'Ambrosio	Iron Mountain
JF	James Frazier	Delaware Public Archives
RC	Rodney Carson	Delaware Public Archives
RR	Rob Rydel	Access

\*Ms. McCarty was not present at the pre-bid meeting and was consulted by DPA for the answer to question 1.

Q1. (JF): When is the bid opening and do vendors have to be present?

A. (CM): The bid opening will take place at 1:00pm, August 22, 2017. 100 Enterprise Place, Suite 4, Dover, DE 19904. Vendors are not required to attend the bid opening. At the bid opening the only information disclosed is the name of those who have responded to the solicitation. Following the bid opening, a proposals received list will be posted on the solicitation page.

Q2. (JD): Is there a possibility that the amount of boxes predicted to be sent to offsite storage will increase above the stated about?

A. (RC): There are currently no plans to exceed the yearly amount of boxes stated in the RFP. However, the decision to exceed that amount would be on a case by case basis at the discretion of Delaware Public Archives.

Q3. (BM): What is the process for vendors to assume other vendor's box holdings?

A. (RC): Vendors are to submit their proposed planning and pricing as a part of their proposal in response to the RFP. Please refer to the RFP.

Q4. (JD): What is the current volume of records stored with offsite vendors?

A. (JF): As of July 1, 2017, approximately 36,141 cubic feet.

Q5. (BM): Will new vendors assume the fees for assuming permanently "outed" boxes from an existing vendor that is not selected for the new contract?

A. (RC): Part of the requirements listed within the RFP is to provide a plan and price schedule for assuming the records of former vendor(s). Please refer to the RFP.

Q6. (JD): Will agencies require assistance with packing boxes?

A. (RC): No. All boxes will be fully prepared by the state agency.

All other terms and conditions remain the same.