



ADDENDUM #1

January 6, 2023

TO: ALL POTENTIAL SUBMITTERS

FROM: RON VENTURELLA, BUNCOMBE COUNTY PROCUREMENT MANAGER

SUBJECT: ADDENDUM #1 FOR RFP DOCUMENT STORAGE

The following changes, revisions, additions, and/or clarifications to the plans and/or specifications are hereby made a part of the original documents.

Addendum # 1

The following questions were asked by potential bidders (listed in no particular order):

Section 1 Purpose and background

How closer from Asheville, NC do you need to be the storage location, can you please provide us a mile radius?

We would prefer that documents are locate as close to Asheville as possible, due to future projects regarding purging of records, but it is not a requirement. That said, we would prefer a location approximately 70 miles from Asheville or within a one-hour drive.

Section 2.6 Proposal Contents

Please confirm if the movement and storage price need to be separated items?

Yes. The movement of the documents is a one-time project that we need to fund but the ongoing storage would be a recurring price that we need to budget for over an extended period.

Section 4 Requirements

Can you provide a cost structure of how Buncombe County is currently being charged for the secure storge of County owned records?

Currently, the break out of the document storage is as follows:

- BC Department of Health
- BC Department of Social Services
- BC Child Support Enforcement

All of these departments fall under Health and Human Services.

What is the County's billing preference? One invoice with multiple departments underneath. (preferred by awarding partner)

One invoice would be preferred.

Will the County entertain pricing for a 60-month agreement?

We are willing to entertain a 5 yr contract.

Section 5 Scope of Work

Please confirm if the document Move is going to be from the current storage to our location?

Yes. That is correct.

Can you please provide the weight of each box and dimensions?

The majority are standard record, sized boxes. (i.e. 12"x15"x 10") estimated weight is 35lbs. Industry estimated for this size box is a 1.2 cubic foot storage container. There are approximately 13,000 boxes on site. We have estimated 185,000 linear filing inches for these boxes.

Can the boxes be stack?

Yes.

Can you please provide if you require a minimum or maximum warehouse space?

Minimum space to be able to house approximately 13,000 boxes. Future projects will allow us to decrease the amount of space needed over time.

Do you need a racking system for the storage, or do you need a specific system?

They are currently stored in a racking system and have been. We do not have a requirement of how the items are stored but we do have to be able to retrieve files at various times and require a 24 business hour turn around and that the boxes are not damaged/destroyed.

When the client request documents, do we need to deliver them to a specific location, or the client is going to arrive to our storage?

Depending on where the storage site is located, we may require that the host place the requested files in overnight delivery. If location is close enough to Asheville NC, we will work with the partner to determine which option, delivery, or pickup of the documents, works best.

Do we need to have a special certification to store records?

Only those requirements within our contract, such as, HIPAA or Confidentiality training certifications due to the record type being stored.

Can you please provide us the period of performance; How long does it mean" long term"?

Currently, the documents that are stored have been in this location for ten years. We anticipate a minimum of 5 years for document storage.

Are Buncombe County boxes currently being stored on racks or are boxes

being stored on pallets? If stored on racks, will the county provide a boom lift to bring boxes down from higher elevation? If stored on pallets, can you provide total number of pallets?
Boxes are stored on racks. We will request our current vendor to pull the boxes and palletize the document boxes.

Does Buncombe County have an excel sheet with box/ID numbers of boxes with description listed that can be shared with awarding partner?
For those indexed, there is a clear description. Some boxes did not have an accurate description but were indexed and placed in storage as they were moved quickly. All are labeled and we do have a list that can be shared.

Can the County provide an estimated break down of complete inventory based on box quantity/size?
We are working to pull a report, to be able to identify boxes by size and will provide that to the awarded partner.

Is the County currently utilizing a barcode labeling system for entire inventory of boxes?
There is a barcode system in use for the boxes.

Will the County require awarding partner to provide labor when labeling all boxes with awarding partner barcode labels? Or, if the awarding partner provides barcode labels to County, will the County handle labeling all boxes?
We will require the awarding partner to provide labor and label of all boxes entering the new facility.

Will the County provide photos of current layout for bidding partner to review prior to submitting? Or, can the County facilitate a site review in early January of 2023 (contingent to question #7 below).
Our records are stored offsite in a commercial records center. The awarding partner will not be coming onsite to a Buncombe County facility to remove these records. Nor will the awarding partner be allowed access to an area that houses records from other agencies.

Is the expectation for awarding partner have access to current storage location to prep boxes for move out and can you provide operating hours for the 9510 Rodney Street address in Pineville NC?
Awarding partner will not be able to have access to current location as the vendor supports other agencies with file storage. We will have the current vendor palatize the boxes for the awarding partner to pick them up.

Will the awarding partner have access to loading docks at the 9510 Rodney Street in Pineville NC?
We will ensure that the current vendor allows access to loading docs for palatized boxes to be retrieved.

Are there forklifts or pallet jacks located at the 9510 Rodney Street location for awarding partner to utilize or will awarding partner need to provide? If so, will the County provide manpower for use of equipment?

The county will not provide manpower to work heavy equipment. We may be able to facilitate with the current vendor regarding the usage of their equipment or to have their staff use the equipment to load onto awarding partners' trucks. Otherwise, the awarding partner will need to provide equipment and manpower to move the palletized boxes.

Can you provide a brief overview of how County Employees are requesting boxes and provide a brief overview of how each box is being delivered to County Employees?

Currently, County employees send an email to a contractor requesting a file. The email is typically the program type, client's name, DOB, and file year. Our contractor then researches to determine location of the file and then request the file from the current vendor. Those files are then delivered overnight via UPS or FedEx.

END OF ADDENDUM #1
RFP DOCUMENT STORAGE