

Date December 1, 2016
To: All Bidders
RE: **Off-Site Storage and Retrieval of Niagara Region's Corporate Records**
2016-RFP-48

ADDENDUM # 1

Directive

1. The Closing Date is being extended.

The new closing date and time is: **TUESDAY JANUARY 31, 2017**
2:00 P.M. LOCAL TIME

2. Section IV, clause 65 Contract Term

Revise

The initial term of the contract will commence **May 1, 2017**

3. Section IV, clause 35 Facility Inspection

Revise

The Region shall notify each short-listed Proponent outlining the details (time, location etc.) of the Facility Inspection, but which are currently anticipated to occur during the weeks of **Monday February 21, 2017 to Friday, March 3, 2017.**

4. Questions posed but not addressed here will be addressed in a further addendum.

Questions & Answers

Q1: Page 7 indicates that 1815 Sir Isaac Brock Way, Thorold includes multiple internal locations within the building to be serviced. Does this in fact mean that if an order has 22 different items requiring delivery to 22 different departments within the building, and the signed receipt by each department, then only a single delivery charge will apply?

A1: Yes

Q2: Item 5.6 discusses retrieval services at the file/folder or document level. How can the Region request a file or document from within a storage box if the items are not indexed to that level ie barcoded? If the indexing is to be completed to that level, is that to be identified in point 2 above? If indexing is not completed to that level, how will ongoing records updates and destruction lists be accurate?

A2: This would occur very rarely (i.e. once per year) and in this case Niagara Region staff would provide the box information. Most of the time retrieval will be at the box level and all destruction will occur at the box level.

Q3: Are prices fixed for the 5 year term with no escalation clauses?

A3: Yes

Q4: What is the total cubic volume expected to be vaulted by the Successful Proponent?

A4: All measurements are as they appear in the RFP and Schedule of Prices Appendix, i.e. all measurements are for boxes or cabinets. Cubic foot measurement is at this time unavailable. The total number of boxes to be stored in the vault are comprised of archival records, microfilm, DVD and VHS, and maps and plans (listed in the RFP on page 6: Background and in the Schedule of Pricing Parts ii, iii, iv, and v).

Q5: Please rank all sections in priority order for your evaluation formula.

A5: Proposals will be evaluated as per the Criteria and Weighting % listed on page 18 of the RFP document. No further ranking will be provided.

Q6: We would like to confirm that Appendix E may be submitted on letter size paper with the rest of the proposal and that the electronic format is sufficient for your use should any items be difficult to read in paper format.

A6: Some of the fillable forms print out in very small print when using letter and legal sized paper and may not be clear in the hard copy submissions. Please provide them in this format; however the Region will be utilizing the electronic submissions supplied by the Proponent to confirm the information supplied in the hard copy submissions.

Q7: Is the incumbent required to submit a new proposal on the RFP or is the existing contract still a valid contract?

A7: All Proponents including the incumbent are required to submit a Proposal on this RFP (2016-RFP-48) if they would like to be considered for recommendation of Award.

Any and all Addenda is to be acknowledged in the spaces provided on the Form of Proposal. All other terms and conditions remain unchanged.



Dana Greves
Purchasing Agent

c. Else Khoury
File # 2016-RFP-48