



**SNHD-9-RFP-18-001  
ADDENDUM A01**

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**REQUEST FOR PROPOSALS (RFP) No.:** SNHD-9-RFP-18-001  
**TITLE:** RECORDS STORAGE, RETRIEVAL AND DESTRUCTION  
**ADDENDUM ISSUE DATE:** December 11, 2017  
**CLOSING DATE & TIME:** ON OR BEFORE noon PT January 2, 2018

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**Information for Proposers**

The following information is provided to answer questions raised by potential proposers.  
This Addendum #A01 contains 4 pages in total.

The following questions were received from potential proposers:

1. What phone number can we reach you at? **Please correspond in writing only. Contact information is contained in Section III. Timetable, paragraph B.**
2. Is there a secondary number to reach you at? **No.**
3. Which zip code are you interested in storing your boxes? **We will accept storage in Las Vegas, North Las Vegas and Henderson.**
4. How many boxes do you have to store? **Please see Section II. Scope of Services, paragraph C. Volume; and Attachment B-A01, Cost Proposal.**
5. What is the nature of the documents you will be storing (accounting, business, financial, legal, medical, personnel, etc.)? **Medical, planning, receipts, accounting and other miscellaneous documents.**
6. Will we be able to present our solution and other solutions in person? **Please see revised Section IV. Instruction, Tab 4, Methodology and Services Approach, and Section V. Evaluation and Award, attached to this Addendum (pages 6 of 19 and page 7 of 19).**

Attachment B - Cost Proposal is deleted in its entirety and replaced with Attachment B-A01, Cost Proposal, attached hereto (page 9 of 19). **You must use this new Attachment with your proposal submittal.**

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**All Addenda will become a part of the Contract Documents**

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- Complete and include [Attachment B-A01, Cost Proposal](#) .
- A minimum of three references of similar projects performed in the past five years that demonstrate the proposer’s ability to perform the requirement RFP services. Include contract dates and contact parties, with address, telephone number and e-mail. If the work was performed as a subcontractor, the respondent must describe the scope of subcontracted activities.
- Key Personnel. Identify and describe the proposer’s labor skill set and provide resumes of all proposed key personnel who will support Health District if awarded a contract.

#### **TAB 4 – Methodology and Services Approach**

Describe methodology for providing the deliverables including a project schedule illustrating start and finish dates.

You may also propose other records systems/programs not related to records storage/destruction which your firm may offer, as a separate submittal. This document will NOT be part of the evaluation and award, but may be of interest to the Health District in the future for consideration. Please do not provide any pricing information with this submittal. If your firm is selected for oral presentations and you have included other services/programs, your firm may be asked to elaborate on these item(s) also. Your firm will be allocated an additional one hour to cover this topic only (the first hour will be limited to the proposal submitted under this RFP only).

## SECTION V. EVALUATION AND AWARD

The Health District intends to award a contract to the highest scoring overall responsible, responsive bidder;

- A. Evaluation Procedures:** All proposals accepted by the Health District will be reviewed to determine whether they are responsive or nonresponsive to the requisites of this RFP. Proposals that are determined by Health District to be nonresponsive will be rejected. The Health District's Evaluation Committee will evaluate and rate all remaining proposals based on the Evaluation Criteria prescribed below. The Health District reserves the right to conduct site visits and/or interviews and/or to request that proposers make presentations and/or demonstrations, as the Health District deems applicable and appropriate. Although discussions may be conducted with proposers submitting acceptable proposals, the Health District reserves the right to award contracts on the basis of initial proposals received, without discussions; therefore, the proposer's initial proposal should contain its best programmatic, technical and price terms.
- B. Oral Presentations:** The Health District will rank proposals received and decide if it is in the best interest of the Health District to allow the top two or three proposers to present their storage/destruction plan to the Health District via oral presentations. If the Health District determines oral presentation will be beneficial, the top firms will be notified and provided two weeks to schedule and prepare presentations. Presentations will be limited to one hour each.
- C. Evaluation Criteria:** Proposals will be evaluated by Health District staff. Evaluations will be based on criteria outlined herein which may be weighted by the Health District in a manner it deems appropriate. All proposals will be evaluated using the same criteria. The following evaluation criteria are listed in order of importance:
1. Approach, Methodology and Capacity:
    - a. Clarity, merit and demonstrated capacity to provide required services, including labor, supervision, transportation, record destruction, etc.
    - b. Inventory system for tracking, retrieving, refilling, destroying, and permanently removing records,
    - c. Searchable database of all records and ease of use,
    - d. On-site area for access to and copying of records,
    - e. Permits, licenses and professional credentials for performing the requirements of this RFP.
  2. Cost Proposal
  2. Security:
    - a. Security authorization procedures for accessing records,
    - b. Demonstrated institutional safety/fire and security procedures, including secure record destruction, secure transportation services, secure record storage, etc. including a contingency plan in event of fire, flood, etc.
  3. Qualifications and Past Performance:
    - a. References – proven and continuous experience as a records management and storage facility,
    - b. Past experience and key staff qualifications/background relevant to this RFP.
    - c. Proposed subcontractor(s) (if any) and their credentials/qualifications.

## ATTACHMENT B-A01 COST PROPOSAL

**Company Name:** \_\_\_\_\_

Deliverable	Qty	Cost Each	Total Cost
Storage of 1.0 cu ft box, per month	750	\$	\$
Destruction per 1.0 cu ft box, including certification of destruction document	500	\$	\$
Pickup of boxes at various locations (per 1.0 cu ft box)	750	\$	\$
Storage of 2.4 cu ft box, per month	750	\$	\$
Destruction per 2.4 cu ft box, including certification of destruction document	500	\$	\$
Pickup of boxes at various locations (per 2.4 cu ft box)	750	\$	\$
Retrieval of a stored box (up to 4 requests per month)	48	\$	\$
Retrieval of a document inside a box (up to 10 requests per month)	120	\$	\$
Retrieval of an electronic record of a document already scanned but not transferred to SNHD (up to 50 requests per month) – No file size limit	600	\$	\$
Scanning per page B&W	200,000	\$	\$
Scanning per page Color	50,000	\$	\$
Scanning per page grey tone	75,000	\$	\$