



STATE OF NEW YORK
OFFICE OF THE ATTORNEY GENERAL

LETITIA JAMES
ATTORNEY GENERAL

DIVISION OF ADMINISTRATION
BUDGET AND FISCAL MANAGEMENT BUREAU

Purchasing Memorandum

DATE: 12/6/2023

PLEASE ADDRESS INQUIRIES TO:

James Busta, *Contract Management Specialist Trainee 2*
Telephone Number: (518) 776-2112
E-Mail: purchase@ag.ny.gov

REQUEST FOR PROPOSAL NO.: 23-004

TITLE: Records and Evidence Storage

RFP DUE DATE: ~~December 8, 2023~~ **December 15, 2023, 5:00 PM**

PERIOD: TBD

SUBJECT: Answers to Questions/Inquiries

TO: ALL PROSPECTIVE APPLICANTS

In reference to the above Request for Proposal, the following questions/inquiries were submitted for RFP 23-004. We are hereby providing answers to each question below:

1. QUESTION: Does OAG require online access via web portal to its records and evidence inventory? If so, how many authorized users does it anticipate needing? How would the granting / removal of access be communicated to the contractor?
 - a. **ANSWER: Online access via a web portal to our records and evidence inventory is not a requirement. If access to a web portal is needed in order for the OAG to order boxes, arrange for boxes to be picked up, etc. there would be fewer than 10 authorized users.**
2. QUESTION: Is OAG open to the contractor pricing services that include transportation (pickup, retrievals, returns, re-files, etc.) by "zone"? In other words, establishing pricing tiers according to the distance to/from the OAG service location. Or does OAG prefer one price per service listed in Attachment C (Bid Financial Response Form), no matter the distance to/from the OAG service location?
 - a. **ANSWER: The OAG is seeking one price per service listed in Attachment C.**
3. QUESTION: Is OAG open to the contractor applying a fuel surcharge to services that include transportation, if applicable, based upon changes in the price of fuel as published by the US Energy Information Administration?
 - a. **ANSWER: The OAG is seeking an all-inclusive price per service listed in Attachment C. No other rates, fees and or charges will be given any consideration.**
4. QUESTION: The RFP page 2, section 1.2.1: Relocation of approximately 180,000 boxes of records and/or evidence if contract resulting from this bid is awarded to a contractor other than the current contract holder, **(a)**Who is the current contract holder? **(b)** Are all 180,000 boxes 1.2 Cubic Foot standard banker sized boxes?



STATE OF NEW YORK
OFFICE OF THE ATTORNEY GENERAL

LETITIA JAMES
ATTORNEY GENERAL

DIVISION OF ADMINISTRATION
BUDGET AND FISCAL MANAGEMENT BUREAU

- a. **ANSWER: Mullen Brothers Inc. DBA The Archive**
- b. **ANSWER: Yes**

5. QUESTION: The RFP on Page 2, Section 1.2.4: Daily retrieval of approximately 1,500 boxes and 2,000 files per year of specified records and/or evidence from the Contractor's facility to be delivered to designated OAG locations and daily return of approximately 1,400 boxes and 2,000 files annually of records and/or evidence for re-file at Contractors facility;

The RFP Page 6, Contractor shall, throughout any period of the awarded contract is in place, retrieve (pull, remove from shelf, etc.,) and re-file (return to storage facility) an estimated quantity of 3,000 boxes and 2,600 files of records and/or evidence from the Contractor's facility and transport such to and from the designated OAG location as directed by OAG-ASB, per year; **(a)** Is this number reflective of a daily requirement or is this a yearly estimate? **(b)** Can OAG please confirm which quantity is representative of yearly retrievals and refiles? **(c)** Will OAG consider the digital delivery of files from the vendor? **(d)** Will the OAG consider scanning their files to a secure cloud with our scanning or Jump to Digital service?

- a. **ANSWER: This is a yearly estimate**
- b. **ANSWER: Please note the following update. The five-year average for both box and file retrievals from the contractor to OAG is 1,500 annually. The five-year average for boxes returned to the contractor annually is 1,200. The file return annually is 2,100.**
- c. **ANSWER: No**
- d. **ANSWER: Not at this time**

6. QUESTION: The RFP Page 4, section 2.2.1, Awarded Contractor (if different from the current Contractor) must assume full responsibility in relocating the OAG's existing records and/or evidence from the current Contractor's dock to their facility within three (3) months of being awarded the contract. This responsibility included new bar coding, labeling, data entry, and inventory for the boxes to be stored at the contractor's facility at the beginning of the contract period. Can the current contractor have all 180,000 boxes from various storage locations ready for pick up within the 90-day exit time frame?

- a. **ANSWER: They are contractually obligated to do so.**

7. QUESTION: The RFP Page 4, section 2.2.1, Upon successful completion of the transfer, the Awarded Contractor (if different) will provide OAG-ASB with a full inventory report of all records and/or evidence that has been relocated. Will the current contractor provide an excel spreadsheet of all boxes in the inventory for the new Contractor to review and compare to the inventory that is being relocated?

- a. **ANSWER: The contract does not stipulate the format of the full inventory report.**

8. QUESTION: The RFP Page 4, section 2.2.1, Awarded contractor will be responsible for providing an adequate quantity of exchange pallets for this purpose. **(a)** Will the current contractor palletize the boxes for pick up? Or, will they just relocate them to a loading dock and it is the new vendors responsibility to palletize the boxes for transport? **(b)** If the current contractor is responsible for palletizing the boxes, is it the new contractor's responsibility to provide pallets to the current contractor?

- a. **ANSWER: The current contract holder has the same 2.2.1 verbiage advising that "Current contractor will provide all necessary equipment to pack and transfer OAG's existing records". The palletizing of current records is not a requirement of the current vendor, but they may choose to do so if it makes getting records to the dock for pick up easier.**
- b. **ANSWER: A new contractor would be responsible for "providing an adequate quantity of exchange pallets", should pallets need to be exchanged.**



STATE OF NEW YORK
OFFICE OF THE ATTORNEY GENERAL

LETITIA JAMES
ATTORNEY GENERAL

DIVISION OF ADMINISTRATION
BUDGET AND FISCAL MANAGEMENT BUREAU

9. QUESTION: The RFP Page 7, section 2.3.1, The storage facility must be a stand-alone structure, and is preferred to be located in or within a 30-mile radius of the State Capitol in Albany, NY. Is the 30-mile radius a requirement to submit a bid response?
- a. ANSWER: **The 30 mile radius is not a requirement. It is a preference for the location to be in or within a 30 mile radius of the State Capitol in Albany, NY.**

Due to the delay in issuing the questions and answers the OAG has extended the due date to December 15, 2023, at 5:00PM. All other RFP terms and conditions remain the same.

This Purchasing Memorandum is to be signed, submitted and made a part of your proposal. If you have any questions, do not hesitate to contact the person listed on top of this memorandum.

VENDOR: _____

ADDRESS: _____

SIGNATURE OF BIDDER: _____

DATE: _____