



Las Virgenes Municipal Water District  
Request for Proposals: Offsite Records Storage and Related Records Management Services Questions  
Addendum No. 1  
Issued September 16, 2021

To all potential bidders:

This document provides questions and responses from the District for the Offsite Records Storage and Related Records Management Services RFP issued on August 9, 2021.

1. How many estimated new boxes are you adding each year?  
**An average of 72 boxes were added each year in the past five years.**
2. How many estimated boxes are you destroying each year?  
**An average of 37 boxes were destroyed each year in the past five years.**
3. What is the estimated number of boxes you will retrieve on a monthly basis?  
**An average of two boxes were retrieved per month in the past five years.**
4. What is the estimated number of files you will retrieve on a monthly basis?  
**We do not retrieve individual files.**
5. Do you retrieve records at the file level or box level?  
**We retrieve records at the box level.**
6. Do you have an inventory list in Excel/CSV format that you can provide with all the data of the boxes associated with unique barcode number?  
**Yes.**
7. Do you need the new vendor to provide the file indexing for the initial inventory or will the upload of the existing inventory list in Excel/CSV format?  
**Upload of the existing inventory list is available in Excel/CSV format.**
8. What is the current rate schedule for these services?  
**See next page for the pricing schedule from the current contract.**

GRM  
2015

EXHIBIT A- PRICING SCHEDULE

MONTHLY MINIMUM STORAGE \$190.00

SERVICE	RATE	UNIT	TOTAL
<b>RECORDS CENTER STORAGE</b>			
Storage Regular (Assumes 1084 boxes being stored at rate of 0.30)	0.3000	Per Cf	
Monthly Account Maintenance Fee	20.000	Monthly	\$20.00
<b>RECORDS CENTER SERVICES</b>			
Container Access or Refile	1.7500	Per Cf	
Access File for Delivery or Files Refiled	3.0000	Per item	
Containers Added	1.2500	Per Cf	
File Indexing: barcoding and entering a file into the tracking database prior to shipment (Includes files barcode label)	0.5000	Per File	
Rush Reference Surcharge (+ Access Charges) for all reference other than next day regular service	2.0000	Per item	
Late Reference	5.0000	Per occurrence	
Permanent Removal (+ Access Charges and Record Change)- New Inventory	1.2500	Per Cf	
Permanent Removal (+ Access Charges and Record Change)-Inventory Transferred from Iron Mountain	9.0720	Per Cf	
Shredding (+ Access Charges)- New Inventory	3.0000	Per Cf	
Shredding (+ Access Charges) Inventory Transferred from Iron Mountain- includes Permanent Removal pay back	12.072	Per Cf	
Interfiles	3.5000	Per item	
Unsuccessful File Search	3.5000	Per item	
<b>PICK-UP/DELIVERY SERVICES</b>			
Fuel Surcharge- GRM may assess a fuel surcharge to cover cost of rising fuel costs	See GRM Website		
Next Day Regular Service- Order by 5:00 p.m. Receive next day by 5:00 p.m.	23.000	Per trip	
Each item transported (Next Day Regular Service)	1.5000	Per Cf	
Each item transported (Surcharge for other than Next Day Service)	2.5000	Per Cf surcharge	
AM Service- Order by 5:00 p.m. -Receive by 12:00 p.m. next business day	12.000	Trip Surcharge	
Priority Same Day Service-Order by 12 p.m.-Receive by 5:00 p.m. same day	12.000	Trip Surcharge	
Morning Rush Service-Order by 5:00 p.m.-Receive next business day by 9:30 a.m.	30.000	Trip Surcharge	
Priority Emergency Service- Order before 3:00 p.m.-Receive within 2 hours of request	52.000	Trip Surcharge	

Priority After Hours Emergency Service- Order after 3:00 p.m. or on weekend or holiday-Receive within 3 hours of request	100.000	Trip Surcharge	
<b>OTHER SERVICES</b>			
Facsimile-Outgoing from records center \$5.00 minimum (first 10 pages)	0.5000	Per page	
File Folder Tracking	0.0500	Each	
Photocopies	0.5000	Per page	
Record Change (any manual database change)	0.5000	Per line	
Container Validation (Boxes delivered by customer to GRM dock)	0.7500	Per item	
Records Center Hourly Services	30.0000	Per hour	
Records Center Hourly Services after hours (3 hours minimum)	56.0000	Per hour	
Files added (any additional files being barcoded for the first time)	3.5000	Per item	
Third Party Handling Services (To be quoted upon request)	10.0000	Per Cf	
<b>MATERIALS/SUPPLIES</b>			
Grm1-Archive Box	2.0000	Each	
GRM8-Push Down Archive	2.2500	Each	
Sheets of Barcode Labels	1.5000	Per sheet	
Interfile Document Label	2.9500	Per sheet	
Transmittal Forms	0.2500	Each	