

New York State Housing Finance Agency State of New York Mortgage Agency
Request for Proposals for
Off-Site Record Storage, Retrieval and Management Services
QUESTIONS AND ANSWERS: Dated October 9, 2018

QUESTION	AGENCY RESPONSE
<p><u>Page 11, Section 4. Current Record Inventory and Transfer Plan</u> – is the current inventory of 5,000 cartons stored at a third party vendor? If so, do you expect the awarded vendor to offset permanent removal fees, if any?</p>	<p>The boxes are currently stored in both a third-party vendor’s warehouse and at the Agency’s offices at 641 Lexington Ave.; however, we anticipate that the boxes will be picked up from our offices at 641 Lexington Ave., and therefore will not require an offset removal fee.</p>
<p><u>Page 12, Section 8. Climate Control</u> – Do you require climate controlled storage for the all 5,000 cartons?</p>	<p>Yes.</p>
<p><u>Page 14, Section 12. Inventory Tracking of Records</u> – Some of the indicators required to be provided by the Record System will need to be provided by the Agency(s) i.e. Description of contents in box, document type, destroy date, etc.</p>	<p>This will be provided by the Agencies at the time of transfer.</p>
<p>Page 12 Question 5- Location of Storage facility- states records center must be located within 50 miles and be able to deliver within 4 hours to downtown area- we are able to make the delivery in four hours but our located 90 miles from Downtown area. Can the location be outside the 50 miles if we can make it four hours.</p>	<p>No.</p>
<p>What volume is located at each of the three locations- are there docks available?</p>	<p>We anticipate that the vast majority of the volume will be picked up from 641 Lexington Avenue, but it is possible that a remainder will be picked up from 345 Park Ave. in phases. There is no dock available; street parking only.</p>
<p>– notes state that pallets and shrink wrap are required- will you be staging the boxes, or do you want the vendor to palletize the boxes-</p>	<p>The vendor should have the capability to palletize the boxes. Please see above.</p>
<p>If vendor is palletizing the boxes, where are they located in relation to the dock- are freight elevators available.?</p>	<p>Freight elevators are available. The boxes are stored in basement rooms easily accessible from the freight elevator.</p>

<p>Are we capturing box level information or file level information?</p> <p>-if box level where is the information located on the outside of the box- how will we know what department the box belongs to</p> <p>If File level- how many files per box, how many fields per file and where is the information located on the file.</p>	<p>It is anticipated that the information will be at box-level, meaning that there will be a listing of the records in each box. The Agencies will provide the detail for box contents as it corresponds to existing box labels in the format of an Excel spreadsheet.</p>
<p>Where do we note the pricing for the transfer plan? I did not see anything on the Cost Proposal.</p>	<p>The Transfer Plan must be submitted as a part of your proposal at no additional cost to the Agencies.</p>
<p>On the Cost Proposal I do not see a charge for retrieval or Receiving and entry of new boxes.</p>	<p>These costs may be captured on the Cost Proposal under “Pickup” (page 3) and “Computer Charges- Receiving Data Entry” (page 4).</p>