



# CITY OF BIRMINGHAM

FINANCE DEPARTMENT

## PURCHASING DIVISION

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January 20, 2010

MAYOR

FINANCE DIRECTOR

RON NICKEL  
PURCHASING AGENT

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### ADDENDUM #1

#### 10-05

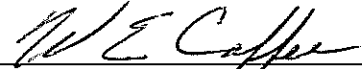
On December 14, 2009, you were mailed an Invitation to Bid for **Records Storage Service (10-05)**. Said bid to be opened 2:00 p.m., January 22, 2010.

#### **PLEASE NOTE THE FOLLOWING:**

- (1) Page 2, point 2 of the bid document deals with the determination of the bidder based on all aspects of cost related to the contract. The term "units" of storage means items of storage which is defined as any box, case, container, or bag in storage.
- (2) To summarize and restate for emphasis, page 4, point 3 of the bid document addresses permanent withdrawal of records from storage. The bid price for permanent withdrawal at the end of the contract is to include any/all costs related to all activities associated with the change of status in the records in the contractor's custody (i.e. account closing fee, all related administrative fees or charges, all data entries to change the status to permanently withdrawn, retrieval of record (box, bag, case, container, etc.) from the shelf, vault, etc., moving the record to the final exit from the building, etc). Any and all items of cost related to this purpose are to be included in the bid price. The City will not pay any other costs related to the permanent withdrawal of records at the end of the contract.
- (3) Page 5, point 8 of the bid document is to be deleted and replaced with the following statement:
  8. The City has always considered conditioned and secure storage as the same (vault storage). The successful bidder's facility must be capable of storing record material of at least but not limited to 2,000 cubic feet in vault\conditioned storage. Vault\conditioned Storage is for the storage of any of the following; computer tapes, computer tape cartridges, computer disk pack, computer diskette magazines, video cassettes, microfilm rolls, microfiche, audio tapes, and audio cassettes. Vault\conditioned storage is also used to prevent the deterioration of, and provide security for, paper records and photographic material that is considered vital or sensitive. The City has historically intermingled tape media and paper media in the same storage container. The City does not plan to separate tape media from paper media and rebox in separate boxes. Contractor cannot rebox the media separately and bill the City for their convenience. The requirements for conditioned storage are as follows:

- a. A well constructed vault supported by foundation, not other walls. The vault should be contained within a structure, not a portable building. There should be no water, natural gas, or sewer pipes within the vault. There should be no water source above the vault.
- b. The vault temperature should be kept constant between 60 and 70 degrees. The vault humidity should be kept constant between 30 and 60 percent. A recording system should monitor both and provide a record of the date and time of fluctuations.
- c. The vault should have a minimum four hour fire rating and be protected by an acceptable and safe fire suppression system.
- d. Access to the vault should be strictly limited to authorized personnel and all access activity recorded.
- e. The vault should be located away from disaster prone areas.

(4) **Bid opening has been rescheduled. The new bid opening is scheduled for 2:00 p.m., February 5, 2010.**

  
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W. E. Caffee, Assistant Purchasing Agent

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