

Pete Ricketts, Governor

**ADDENDUM FOUR
QUESTIONS and ANSWERS**

Date: September 29, 2015
 To: All Bidders
 From: Teresa Fleming/Connie Heinrichs, Buyers
 AS Materiel State Purchasing Bureau
 RE: Addendum for Request for Proposal Number 5117 Z1
 to be opened ~~October 7, 2015~~ **October 13, 2015** at 2:00 p.m. Central Time

Questions and Answers

Following are the questions submitted and answers provided for the above mentioned Request for Proposal. The questions and answers are to be considered as part of the Request for Proposal. It is the Bidder's responsibility to check the State Purchasing Bureau website for all addenda or amendments.

QUESTIONS	ANSWERS
<p>1. Can NSHS supply shelf counts or measurements by format (i.e. archive boxes, books, flat boxes, etc.) that were compiled by the shelving company?</p>	<p>See chart below.</p>
<p>2. Will NSHS supply a location plan or list providing the locations of the various Record Groups in the existing location as well as a location plan for the reshelving in the new building?</p>	<p>Yes. The installation of the high density mobile storage shelving units in the new facility will be complete in mid-October. NSHS staff will physically assign row and shelf numbers and determine locations for storage of each Record Group. See Attachment G & H of the RFP for the new facility layout. This information, along with a Record Group shelf location list for the current facility, will be available by the Contractor start date.</p>
<p>3. Will shelving in the new building have to be adjusted by the mover to accommodate various formats in each Record Group?</p>	<p>No</p>

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QUESTIONS	ANSWERS
<p>4. Will NSHS supply a list of Record Groups that need growth space and how much?</p>	<p>Yes. The growth percentages by storage method/material type have been calculated in the high density mobile storage installation plan. Growth/fill ratios for individual record groups will be taken into consideration by NSHS staff when storage locations are determined in the new facility. See chart below. This information will be available by the Contractor start date.</p>

CHART

	Existing Storage Capacity/Count (Lineal filing inches or box/drawer count)	New Shelving Capacity/Count	% Growth
Books (LFI) - Red	53,951	92,330 LFI/1,049 shelves	71
Bankers Boxes - Yellow	9,139	17,795/1,600 shelves	94
Microfilm (LFI) – Dark Blue	19,441	36,480LFI/648 shelves	87
Record Storage Boxes - Light Blue	4,160	5,796/368 shelves	39
Map drawers	245 drawers at 2.5”H x varying width & depth	72 drawers at 2.75”H x 48”W x 36”D 72 drawers at 5.75”H x 48”W x36”D	0

This addendum will become part of the proposal and should be acknowledged with the Request for Proposal.