

**CONTRACT DOCUMENTS
BOONE COUNTY, MISSOURI
BID NO: 62-08NOV05 – Records Storage and Management**

**ADDENDUM #1
(Issued October 31, 2005)**

This addendum is issued in accordance with the Introduction and General Conditions of Bidding and is hereby incorporated into and made a part of the Contract Documents. Bidders are reminded that receipt of this addendum **MUST** be acknowledged and submitted with bidder's *Response Form*.

Specifications for the above noted Request for Bid and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

BID DOCUMENTS:

CHANGE section 3.1., 2nd paragraph, page 9 to read:

For unsecured storage:

- standard letter/legal file boxes – 2,450 each** (12 ½ W x 16” L x 10” D)
- paper boxes – 46 each** (11 ½” W x 18” L x 9” D)
- long boxes – 31 each** (12 ¼” W x 24 ¾” L x 10” D)
- FedX Boxes – 8 each** (11 ½” W x 17 ½” L x 11 ½” D) (see attached picture on Addendum #1, Attachment 1). The FedX boxes will have lids which are not pictured.
- Banker's box for check storage – 15 each** (10 ½” W x 25 ½” L x 5” D)
- record books – 100 each** (13” W x 18 ¼” L x 3” D) (see attached picture on Addendum #1, Attachment 1)
- file cabinets - 4 each**

For secured storage:

- standard boxes: 265 each**
- file cabinets: 60 each**

ADD to section 3.1., paragraph w. Most of the record books are leather bound. Some of the older minute books have a leather sleeve and the front and back are constructed from cloth material. The Contractor may bar-code the record books if the labels will adhere to the books.

CHANGE 3.1., 1st paragraph from “...pricing for storage of approximately 2,971 boxes” to “...pricing for storage of boxes, file cabinets and record books with a”

CHANGE 3.1., 5th paragraph from “...pickup and deliver to storage 2,971 boxes and 62 metal file cabinets...” to “...pickup and deliver to storage the above referenced total number of boxes, file cabinets and record books from the...”

ADD to section 3.2., paragraph m.: Note: ALL storage areas must be climate controlled for long-term records preservation, including the locked secure storage area.

CHANGE section 3.2., paragraph r. a. to read: “The successful contractor must provide a locked, secure area for secure record storage for certain boxes and file cabinets that only the Circuit Clerk staff or other authorized County personnel can access”.

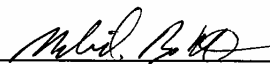
ADD to section 3.2., paragraph r., "b. Boone County staff does not need 24 hour access to the locked, secure storage area. They do not need a separate entrance. Boone County staff needs access during regular business hours from 8:00 a.m. to 5:00 p.m."

ADD to section 3.2., paragraph r., "c. The type of area required for the secure, storage area is a standard locked room that meets NEPA guidelines and requirements".

ADD to section 3.2., paragraph r. "d. The secure storage area does not have to be a separate area from the climate controlled area for the historical documents. It is not necessary for the different types of documents to be stored in separate rooms".

ADD to section 3.2., paragraph d.: c. The Contractor will be picking up and delivering records to/from the County during normal business hours from 8:00 a.m. – 5:00 p.m.

ADD to section 3.2., paragraph d.: e. The responsibility of the retrieval and re-filing of all off-site record(s) will be with the Contractor, including those records stored in the secured storage room. However, the County prefers our designated staff to have access to the secured, storage room for file retrieval if needed. Please describe vendor's capability to offer this service. (County insurance will be provided to Contractor at time of contract execution).

By: 
Melinda Bobbitt, CPPB
Director of Purchasing

BIDDER has examined copy of Addendum #1 to Bid Number 62-08NOV05 – Records Storage and Management, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

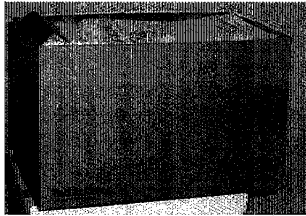
Phone Number: _____

Fax Number: _____

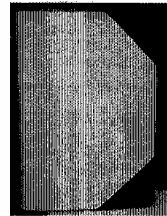
Authorized Representative Signature: _____

Date: _____

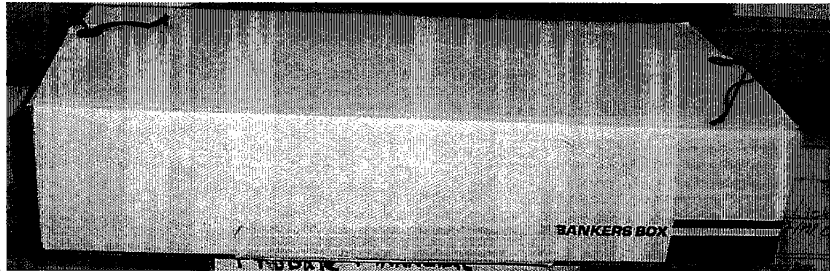
ADDENDUM #1 – ATTACHMENT 1



FedX Box



Record Book



Banker's Box