

**CONTRACT DOCUMENTS - BOONE COUNTY, MISSOURI**

BID NO: 62-08NOV05 – Records Storage and Management

**ADDENDUM #2 - (Issued November 4, 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:**

**FURTHER CLARIFICATION TO THE CHANGE IN ADDENDUM #1 which read:** 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”.

Further Clarification: This area is a locked area that ONLY Boone County designated personnel have access. This area is for “sealed records” which are currently stored by the Circuit Clerk’s office. The Contractor will not be retrieving and re-filing records for Boone County personnel in this area. This will be done by Boone County designated staff that have keys to this area. Boone County staff needs access during regular business hours from 8:00 a.m. to 5:00 p.m.

CHANGE TO ADDENDUM #1 which read: 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).

**CHANGE THIS SECTION TO READ:**

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 for all records **except** those records stored in the secured storage room. The Contractor will not be retrieving and re-filing records for Boone County personnel in this area. This will be done by Boone County designated staff that have keys to this area. (County insurance will be provided to Contractor at time of contract execution).

CHANGE TO ADDENDUM #1 which read: 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”.

CHANGE NEPA to NFPA

**By:** \_\_\_\_\_  
**Melinda Bobbitt, CPPB**  
**Director of Purchasing**

BIDDER has examined copy of Addendum #2 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: \_\_\_\_\_