1. Q. In reviewing all the Attachments required for this RFP, I did not find one that provides a format for the Cost Proposal. Will that be provided in a format uniform for all prospective bidders?
2. Reference: RFP page 11 of 16, Section 9.5c, Solution Pricing Spreadsheet. The preferred format is an EXCEL spreadsheet. The spreadsheet should include pricing detail for all services (proposed solution components) stated in Section 9.5 and in support of Section 2.0 Description of Services and Deliverables.
3. Q. Is the initial intake approximately 10,000 boxes?  If not, what is the initial intake?
4. No. After some scheduled file destruction, there will be under 1000 boxes in storage.

There are currently 677 boxes in storage, with 150 boxes in the process of being destroyed. As of May 1st, there will be a total of 527 boxes.

1. Q. How many new boxes are anticipated to be added per month?
2. Approximately, 12 new boxes per month. (This is based on about 150 boxes of pickup a year)
3. Q. How many boxes are anticipated to be destroyed per month?
4. Currently, the Judicial Council’s process is to purge files annually. An estimated 100 boxes a year will be destroyed.
5. Q. How many drop off and pick up deliveries trips are anticipated per month?
6. The Judicial Council anticipates about 0-1 per month
7. Q. Attachment 8: If the proposer is not claiming DVBE participation does this attachment need

to be submitted?

1. No.

Reference: RFP Page 6 of 16 Attachment Description. **This form needs to be signed by the Proposer if the Vendor is participating** in the DVBE incentive and submitted with the proposal.

1. Q. Attachment 9: If the proposer is not claiming DVBE participation does this attachment need

 to be submitted?

1. No.

Reference: RFP Page 6 of 16 Attachment Description. **This form needs to be signed by the Proposer if the Vendor is participating** in the DVBE incentive and submitted with the proposal.

1. Q. In reviewing the proposal I did not see an attachment for the pricing proposal spreadsheet?
2. Refer to answer in question number 1.
3. Q. Destruction and Transfer Services. Are ‘Boxes transferred from storage’ permanently removed from storage at the Provider, or are they expected to return to storage at the Provider site?
4. Any Boxes that are transferred (permanently removed) from storage to the Judicial Council may be returned to storage and thereby added back to the inventory as a new item.