



**TOWN OF RYE  
REQUEST FOR PROPOSALS FOR  
RECORDS RETAINAGE SERVICES**

Issued: October 7, 2013  
Town of Rye Board of Selectmen  
10 Central Road  
Rye, NH 03870

Town of Rye Records Retainage Services

**LEGAL NOTICE**

**TOWN, RYE, NH  
REQUEST FOR PROPOSALS  
RECORDS RETAINAGE SERVICES**

The Town of Rye, New Hampshire is accepting proposals for Records Retainage Services.

The complete Request for Proposals and Proposal submission form is available on the Town's website: [www.town.rye.nh.us](http://www.town.rye.nh.us) in "Legal Notices" or upon request from the Rye Selectmen's Office, 10 Central Road, Rye, NH 03870, Telephone: 603-964-5523 or E-mail: [jireland2@town.rye.nh.us](mailto:jireland2@town.rye.nh.us).

**Proposals must be sealed and marked; "RECORDS RETAINAGE SERVICES" and must be received in the Town of Rye Selectmen's Office by 4:00 p.m., Tuesday, October 22, 2013.** Proposals will be opened by the Record Retainage Committee, Wednesday, October 23, 2013. 9:00 am.

The Town of Rye reserves the right to reject any and/or all proposals and to waive any informalities or irregularities in procedure.

## **REQUEST FOR PROPOSALS FOR RECORDS RETAINAGE SERVICES**

### **I. REQUEST FOR PROPOSALS**

The Town of Rye, NH is soliciting proposals from qualified firms as they relate to document management and records retainage services. The intent of this proposal is to create records retention and storage program and the necessary equipment for archived records consistent with town policy and state guidelines. The town is looking to improve filing efficiency, maximize space usage, design and implement professional records keeping practices, investigate and implement microfilm and imaging strategies as needed.

### **II. PROJECT BACKGROUND AND DESCRIPTION**

The newly formed Town of Rye's Municipal Records Committee is currently working to establish a comprehensive records retention program. Municipal archival records are stored in a separate room in the basement of the Public Safety Building. The entrance is approximately 40' wide, and the inner dimensions are approximately 195" wide x 172" deep/ceiling height, 118". Records are stored in a combination of assorted four-drawer vertical file cabinets and a variety of boxes, either arranged on lightweight steel shelving, or stacked on top of the file cabinets. There are six sections of steel adjustable shelving arranged in the center of the room as well as along the right hand wall upon entry, 72 1/4" high x 48" wide X 24" deep/4tiers.

### **III. SCOPE OF SERVICES**

The tasks listed below are intended to be the minimum suggested tasks that may be necessary to complete the project. The consultant may add or remove individual tasks as he/she sees necessary, in order to meet the projected goals. The tasks are as follows:

- a. Install shelving and access units to maximize available space.
- b. Re-box existing records in standard records cartons in accordance with the Town's retainage schedule.
- c. Label boxes with destruction dates, box numbers, and contents as outlined by the Town's retainage schedule.
- d. Establish a computerized indexing and retrieval system.
- e. Make recommendations to reduce archival records space by microfilming and electronic imaging as outlined by the Town's retainage policy.
- f. Train staff to maintain and perpetuate the system.

### **IV. TOWN CONTACT**

All questions should be directed to Cynthia Gillespie, Finance Director/Assistant Town Administrator, by phone (603) 964-5523, Fax (603) 964-1516, or email [cgillespie@town.rye.nh.us](mailto:cgillespie@town.rye.nh.us)

The RFP is available at <http://www.town.rye.nh.us/pages/index> or by contacting the Selectmen's Office at the following number: (603) 964-5523.

## Town of Rye Records Retainage Services

### **VI. INTERVIEWS**

As part of the RFP evaluation process the Town's Municipal Records Committee may wish to interview members of the proposed project team.

### **VII. PROJECT MEETINGS**

The selected consultant will be required to meet with the Town's Municipal Records Committee as needed, for collaboration and information sharing and/or to resolve issues that may arise.

### **VII. FEE SUMMARY**

A fee table listing total man-hours proposed for each task, the hourly rate, and total cost basis for the entire project, should be submitted in a separate sealed envelope, marked on the outside as "FEE"

### **VIII. PROPOSAL SUBMITTAL REQUIREMENTS**

Six (6) copies of Proposal must be clearly marked: **"RECORDS RETAINAGE SERVICES"**. Completed proposals must be delivered no later than Tuesday, October 22, 2013 by 4:00 pm to:

Town Hall, Selectmen's Office  
10 Central Road  
Rye, N.H. 03870

Proposal delivered after the deadline will not be considered.

The Town of Rye reserves the right to accept or reject and or all proposals, or parts thereof; and further to make modifications as it deems are in the best interest of the Town. It also reserves the right to retain all proposals submitted, and to use any ideas included within a proposal, regardless of whether that proposal is the final selection.

Submission of a proposal indicates acceptance by the firm of the conditions contained within this Request For Proposals.

**END OF REQUEST FOR PROPOSAL**