

Attachment M

Moving of Archival Records

RFP 25-83691

1. Scope of Work

The Indiana Archives and Records Administration (IARA) is soliciting proposals from professional firms to provide relocation services (including packing, transportation, and reshelving) of approximately 80,000 cubic feet of archival material. The materials to be moved include some of Indiana's most historical documents and are, in most cases, irreplaceable. The transport and transition of these records without loss or damage, and their return to the shelves to the new building in proper order, is the primary objective of and absolutely essential to the fulfillment of this contract. The respondent must ensure that all materials are treated in accordance with best practices for archival care, access and long-term preservation.

All collection materials need to be packed and moved from 6440 East 30th Street and transported and unpacked at the new building on Ohio Street. The two locations are approximately 8 miles apart.

1.1. Contractor Requirements and Qualifications

- The contractor will be required to pack, load and place material on the new shelves in a particular order. The new building has four floors of shelving, including dedicated shelving for ledgers, maps, and oversized materials. Some containers will be reorganized, as boxes will be moved to one area and ledgers to another. Containers that are stored near each other in the current building may move to different floors in the new building. The Indiana State Archives will provide a spreadsheet that indicates the destination for each shelf. Attachment M3 is a sample of the moving plan that will be provided.
- The contractor shall provide clean, neat equipment and materials needed for the proper physical handling of all collections and equipment. Equipment may include, but is not limited to, ladders, dollies, boxes, and book carts.
- The contractor will be responsible for transporting materials from the original shelves and placing them on shelves in the new building. To do this, the contractor will need to load materials onto trucks at the origin and unload the trucks at the new building. Both locations include a loading dock that fits two standard semi-trucks.
- The Contractor shall provide a qualified project manager who shall be assigned to the project from the time of notification of award until completion of the contract. The project manager shall be identified in the bid and shall be available on a full-time basis upon receipt of the Notice of Award, as needed, to review the project objectives and to assist in the development of a complete logistics plan for the

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relocation. The project manager shall have the necessary authority to make decisions for and to bind the Contractor in regard to scheduling and resources.

- The respondent must provide information on their ability to meet the requirements for the duration of the project.
- The respondent's proposal shall demonstrate in a tentative schedule the productivity and manpower that will be needed in order to complete the project within 20 business days.
- Respondent shall provide at least three references for current or recent customers for whom similar services have been provided and a point of contact for each that is able to verify the project cost, scope of services, and duration of the engagement.
- Included in the respondent's proposal shall be the resumes of all supervisors and managers that will be part of this project. At least one onsite supervisor and the Project Manager must have been employed by the respondent for at least the past 24 months.
- The respondent must assign an adequate number of trained and experienced personnel to perform all tasks associated with the relocation of archival records. The staffing plan should align with the size, schedule, and specific handling needs of the project.
- Respondents must have appropriate knowledge and training in the handling and transporting of archival records (which may include fragile or deteriorating materials.)
- Respondents must wear gloves and protective gear when appropriate.
- The respondent must demonstrate a comprehensive plan to mitigate risks related to damage, loss and environmental exposure throughout all phases of handling and transport.
- The respondent must have relevant experience with clients in the government, library, or academic sectors.

1.2 Project Timeline

- The move is expected to commence on or around June 15, 2026 and should be completed within 20 business days. The actual move dates may be moved up or delayed subject to the readiness of the new facility. Prompt notice shall be given in the event of a delay. The state will give six weeks' prior notice regarding any changes to the schedule of the move.
- A pre-relocation planning meeting should be scheduled prior to move date.

1.3 Security and Confidentiality

- All records must be kept secure at all times.

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- No material may be left in an unsecure location at the end of each day or during lunch breaks. No materials may be left on trucks overnight. All trucks will be locked during the transit of State materials.
- All food and beverages, with the exception of water, are to be consumed outside of the facilities unless specifically authorized in an area designated by the Indiana Department of Administration. Moving crews are responsible for removing all debris and using designated waste containers.
- All buildings and vehicles are to be smoke-free, including e-cigarettes, at all times during this relocation project. Smoking is restricted to areas outside the buildings as designated by the Indiana Department of Administration and only during authorized break periods. No smoking is permitted in or near moving vehicles at any time during the move.

1.4 Documenting and Reporting

- The respondent shall provide a report of any incidents or damage that occurred during the move.
- The respondent shall provide completed tracking documentation at the conclusion of the move.

1.5 Equipment and Packing Material

- The respondent will be responsible for providing vehicles, dollies, carts, and other moving equipment.
- The proposal should include, but is not limited to, equipment used to move archival boxes, oversized materials, flat files from map cabinets, archival ledgers, books, microfilm in microfilm cabinets, and equipment.
- The respondent should provide high quality packing materials appropriate for archival records, including but not limited to archival-grade boxes, protective wraps, and cushioning materials.

1.6 Compliance and Insurance

- The respondent must be compliant with OSHA and all other applicable safety and labor regulations.
- The respondent must be prepared to manage delays and unforeseen scheduling changes and shall demonstrate the ability to adjust project timelines and resources accordingly to ensure completion.
- The respondent must submit contingency plans addressing potential disruptions. These plans must outline how archival materials will be protected, how operations will resume, and how communications will be handled.

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- Proof of adequate insurance coverage, including but not limited to protection against loss, damage, theft, and liability applicable to all services performed under this contract must be provided by respondent.

1.7 Location Details

30th Street Location:

The 30th Street location has a loading dock that fits a standard semi-trailer (max size 53' x 13.6') or box truck). The dock capacity is two trucks. The loading dock is approximately 200 feet from the rear of the stacks. There is also an overhead door that is adjacent to the vaults. A truck utilizing this area would need a lift gate.

Ohio Street Location:

The loading dock at the new building fits a standard semi-trailer (max size 53' x 13.6') or box truck. The new building is connected to the loading dock by an underground tunnel. It is approximately 850 feet from the loading dock to the entrance of the new building. Once inside the building, there will be an additional 150 feet to the elevators.

Attachments M4 and M6 are layouts of each building storage areas.

1.8 State-Provided Resources

The State will provide:

- 1 staff member to answer questions in each location
- At least 1 dedicated elevator in the new building
- All areas will be made accessible to the mover during the defined work schedule
- In the event of elevator or shelving systems outages, The State will promptly initiate repairs and take all necessary measures to minimize disruption.
- The State will make available at least one open loading dock per location

1.9 Description and Location of Records to Be Moved

There are approximately 80,000 cubic feet of records to be moved, comprising various sizes of boxes, oversized materials, flat files, ledgers, and others. The collection includes confidential medical, vital, and legal records as well as irreplaceable records pertaining to Indiana's founding more than two hundred years ago. Many records are fragile and require significant care in handling.

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Attachment M1 lists the number of each container type in each location. The collection may change, particularly as volumes are rehoused into custom boxes. The container counts provided are accurate within 2% of the final collection to be moved. Attachment M2 gives photographic examples of the container types.

a. Stacks

The stacks are the standard archival storage area in the 30th Street building. It consists of electric high density storage shelves. Containers in this area include cubic foot boxes, ledgers, manuscript boxes, custom boxes, and others. The contractor will be responsible for removing containers off of the shelves, cleaning the tops and outward facing portions of all material, transporting them, and placing them on the new shelves.

- Approximate Extent: 35,000 cubic feet
- Approximate Number of Individual Containers: 62,500

b. Stacks - Oversized Collection

The oversized section of the stacks is static shelving and includes large ledgers and tubes, in addition to cubic foot boxes.

The contractor will be responsible for removing containers off of the shelves, cleaning the tops and outward facing portions of all material, transporting them, and placing them on the new shelves

- Approximate Extent: 3,850 cubic feet
- Approximate Number of Individual Containers: 6,200

c. Stacks – Map Cabinets

Flat folders are stored in map cabinet drawers within the stacks area at the 30th Street location. These materials will be moved to new map cabinet drawers in the new building. The drawers range in size from 17” x 24” to 49.5” x 36.” The materials within the drawers range in size and special care will need to be taken to ensure everything stays flat in transit.

The contractor will be responsible for removing the items from the drawers, transporting them, and placing them in new drawers at the new building. The original drawers then need to be returned to the cabinets at the old building.

- Approximately 600 drawers of materials

d. Ready Reference Room

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The ready reference room is an enclosed archival storage area adjacent to the main stacks. It consists of electric high density storage shelves. Containers in this area include short lid boxes, ledgers, manuscript boxes, book trays, and more. The contractor will be responsible for removing containers off of the shelves, transporting them, and placing them on the new shelves.

- Approximate Extent: 1,605 cubic feet
- Approximate Number of Individual Containers: 4,300

e. Paper Vault

The paper vault is an enclosed space with a secure door that is 38 inches wide. The shelving is hand-crank high-density shelving with one center aisle. The records in the paper vault are particularly valuable. Some of the boxes contain glass negatives, which are heavy and fragile. The contractor will be responsible for removing containers off of the shelves, cleaning the tops and outward facing portions of all material, transporting them, and placing them on the new shelves.

- Approximate Extent: 5,300 cubic feet
- Approximate Number of Containers: 11,600

f. Microfilm Vault

The microfilm vault is an enclosed space with a secure door that is 38 inches wide. The shelving is hand-crank high-density shelving with one center aisle. The microfilm vault is almost entirely cubic foot boxes and some manuscript boxes. The boxes are filled with microfilm reels and are heavy. The contractor will be responsible for removing containers off of the shelves, transporting them, and placing them on the new shelves

- Approximate Extent: 3,200 cubic feet
- Approximate Number of Containers: 3,200

g. Records Center

The Records Center holds overflow high-bay shelving. This area is primarily cubic foot boxes as well as some volumes. All boxes and volumes will be palletized, wrapped, and delivered to the loading dock by IARA staff. Each pallet has up to 40 boxes or a comparable number of volumes. The contractor will be responsible for putting the pallets on the vehicle, transporting them, and placing each box on shelves in the new building. The empty pallets need to be returned to the old building.

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- Approximate Extent: 30,000 cubic feet
- Approximate Number of Containers: 35,000
- Approximate Number of Pallets: 1000 pallets

h. Reading Room

The Reading Room has a reference collection of approximately 315 linear feet of books. The contractor will be responsible for removing the books from the old shelves, transporting them, and placing them on bookshelves in the new building.

The Reading Room also has twelve microfilm cabinets to be moved to the new building. Each cabinet is full of microfilm and is heavy. Each cabinet is 25x57x30 inches and has 10 drawers. The contractor will be responsible for moving both the microfilm and the cabinets to the new building. Each cabinet has a top and bottom. Only the bottom (as described above) will be moved, but the top (empty; 25x34x30) will need to be taken off in order to move.

i. Equipment

Equipment and furniture will also be moved from throughout the building.

Attachment M5 includes descriptions of each piece of equipment, including photos and dimensions.