



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

July 26, 2018

TO: ALL OFFERORS

FROM: SHANNON WROBEL
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.:
GSS18608-DOC_DESTRUCT, Secured Document Destruction

ADDENDUM # 1

The purpose of this addendum is to answer questions received regarding the solicitation.

Information regarding the current contract is available online at:
http://contracts.delaware.gov/contracts_detail.asp?i=2059

1. I read through the RFP and the bid sheet and you are only asking for pricing by County by type of service (inside, onsite, etc.); there is no indication of number of locations per County or the number of bins/containers per location or the frequency of service (daily, weekly, bi-weekly, monthly or on-call). Did I miss something?
 - a. There are not any set locations, or frequencies of service established with this contract.

2. I was wondering if we can respond to GSS18608-DOC_DESTRUCT RFP to do only data destruction for hard drives, phones and all data containing media without paper shredding.
 - a. Bidders do not have to bid on all items to be considered for award.



3. Do you know if the State of Delaware would ever be interested in moving away from the (by the pound) model?
 - a. The State is asking for multiple pricing methods: cubic foot, each, and pound.
4. I would like to kindly request all supporting documents needed to submit a bid for Project # GSS18608-DOC_DESTRUCT.
 - a. All documents needed for a bid submission are identified in the RFP.
5. How many locations need to be serviced under this RFP, and where are the locations, which county, city or addresses. Are they easily accessible to pull a truck in and out while servicing these buildings?
 - a. Any state agency, school district, and municipality throughout the state can utilize this contract. All of these groups are found in each county. The truck size would be a factor on the locations being easily accessible.
6. Are there any previous data available such as how many lbs. / tons of material was pulled in a calendar year or previous RFP period and what type of materials such as paper, electronic media and hard drives?
 - a. The current contract information can be found at the link above.
7. Page 55, under Section 7, #3: "Vendor provides safety and environmentally compliant secure destruction. Cross cut shreds must be not larger than 1 mm x 5 mm (0.4 in. x 0.2 in.) in size." We use a "pierce and tear" method of secure destruction complying with NAID's required .75" W x 2.5" L particle size. Is this an acceptable method of destruction for the project?
 - a. No. Cross cut shreds must not be larger than 1 mm x 5 mm (0.4 in. x 0.2 in.) in size.

All other terms and conditions remain the same.