



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

August 16, 2018

TO: ALL OFFERORS

FROM: SHANNON WROBEL
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: ADDENDUM TO INVITATION TO BID NO.:
GSS18608A-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. Could you provide historical data by commodity type for the last contract term or for the previous 2 years?
 - a. The current contract information can be found at the link above.
2. Could you provide who the current service provider is?
 - a. The current contract information can be found at the link above.
3. Could you provide current contractor fees?
 - a. The current contract information can be found at the link above.



4. Could you provide a list of locations within each county that will be utilizing this service under this contract?
 - a. There are not any set locations, or frequencies of service established with this contract.
5. Would you consider awarding separate contracts for paper and media destruction? Reason being not all NAID vendors are certified to destroy both paper and media.
 - a. Bidders do not have to bid on all items to be considered for award.
6. We are a Woman Owned Small business registered in Maryland and DC, currently applying for a license in Delaware. We would like to prime the contract but we do not have a license for handling recycled products, however our subcontractor does. Will this be a problem to qualify to bid?
 - a. The State of Delaware would consider all factors of the bid, including any subcontractors in order to make the determination of the State's needs being met for this contract.
7. 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.
8. I would like to kindly request all supporting documents needed to submit a bid for Project # GSS18608A-DOC_DESTRUCT.
 - a. All documents needed for a bid submission are identified in the ITB.
9. How many locations need to be serviced under this ITB, 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.
10. 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.

11. 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.