October 11, 2019

TO: ALL OFFERORS

FROM: SHANNON WROBEL
STATE CONTRACT PROCUREMENT OFFICER II

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: GSS19608A-DOC_DESTRUCT, Secured Document and Data 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=5250

1. How many and what type of Secured Containers are you asking for?
   a. Agencies must identify the number of containers required when requesting service. Please see K. General Equipment Requirements for types of containers.

2. What are the addresses of the service locations?
   a. This is a statewide contract that covers all locations throughout the State. Agencies must identify their specific addresses when requesting service.

3. How often are you asking for Pickups? Standard 4-Week?
   a. There are not any set frequencies of service established with this contract. Agencies must identify frequency of pick-up when requesting service.

4. Are you asking for only Document Destruction?
   a. This contract is for document and data destruction. Please see service requirements in the scope of work for digital and media destruction.

5. How is it paid?
   a. Please see item #36 Method of Payment methods in the solicitation.
6. Do you have a system for submission for the contractor award process?
   a. All requirements needed for a bid submission are identified in the RFP.

7. Could you send a SOW that shows tonnage and locations/frequency of pick-ups?
   a. There are not any set locations, or frequencies of service established with this contract. Agencies must identify specific locations, and frequency of pick-up when requesting service.

8. Page 59, under Section M. Service Requirements, #3: “Vendor provides safety and environmentally compliant secure destruction. Cross cut shreds must be not larger than 1 mm x 5 mm (0.04 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. Ordering agencies shall identify the destruction size required for their destruction needs at time of account set up.

All other terms and conditions remain the same.