



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

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.

S:\GSS19608A-DOC_DESTRUCTAddendum to RFP



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