



BOONE COUNTY, MISSOURI

Request for Proposal #: 45-22AUG19 - *Records Shredding and Disposal Services*

ADDENDUM #2 - Issued August 21, 2019

This addendum is issued in accordance with the Response Page in the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that they should acknowledge receipt of this addendum and submit it with Offeror's response.

Specifications for the above noted Request for Bid and the work covered thereby are modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect.

- I. **Change the Bid Due Date and Time to Monday, August 26, 2019, 2:00 p.m.**
- II. **The County has received the following question and is providing a response below.**
 1. The Court House is on a 3-week cycle and the Sherriff's department is on two-week cycle. Could the Court House be on a 4-week cycle if it will save you money?

Response: The Sheriff's Department would like to be on a 3-week cycle (they are on a 4 week cycle now). The Court House is not on a consistent cycle right now, but they are open to a 3- or 4-week cycle if it's consistent AND they can still do a call-in when the need for a purge arises.

2. For the call-in services, can they be done on the next scheduled service of when we are servicing you? Meaning if a call in was on Wednesday of this week and we are scheduled to be there the following Wednesday, can the call-in service be done on that day? This would result in savings.

Response: We would be open to that type of scheduling. The Emergency Communication Center is in the same area as the Sheriff's department and is open to having the same pick up schedule as the Sheriff's Department. The Court House would still like the option to do an as-needed call-in when a purge is happening.

3. We generally do not handle cardboard. Is that an option or is it a must handle the empty cardboard?

Response: The Sheriff's Department prefers that the vendor handles cardboard, as well. It is not necessary for other offices. Even if you do not handle cardboard, please submit a proposal response that we can evaluate.

4. The bid states that the Sherriff's office has a purge of 5 bins, but 150 boxes. Typically, 150 boxes would be about 15 bins of material. Were those two separate requests?

Response: Between the jail and admin purge there will be at least 15 bins. In the past the Sheriff had fewer bins and then will refill the bins, shred and refill again until finished. Additional bins would be much easier and quicker for all involved.

5. The bid states the Prosecuting Attorney's office needed 50, 96-gallon bins. Is this for a one-time purge? Are they needing 50 bins or do they have 50 bins of material?

Response: The Prosecuting Attorney's Office has two shredding bins on-site that are emptied and replaced about once a week. The office may use 50 bins in a year for special projects but they want to call for them as needed so they don't have to stay on-site. They will have some lightweight "cardboard" in the prosecutor files (legal size manila file folders.) They will also have some deposition covers that are thicker than paper. They definitely want to be able to put them in the shredding bins.

6. The bid requests that shredding be done at a 5/16". As per NAID (National Association for Information Destruction) Standards, our mobile truck shred at 2"x 5/8" pierce and tear. This is the industry standards for Onsite Mobile Document Shredding Trucks. We can further reduce that shred if necessary, to the size of a corn flake. As I stated, the industry standard by NAID is what our trucks will do, the destroyed paper is further reduced to liquid pulp at the recycling facility. Please let me know what you would like me to do in regard to this on your bidding.

Response: CJIS Security Policy requires destruction by shredding or incineration. It does not specify a size for shredding, but Strip-cut shredders, also known as straight-cut or spaghetti-cut shredders that cut paper into long thin strips, are not considered secure. Cross-cut shredders are considered secure. Can you confirm that "pierce and tear" isn't another way of saying strip-cut? Also, we are required to watch the destruction of CJIS information. The Sheriff's department wants to see an example of each size (they are anticipating wanting corn flake size).

By:


Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

Offeror has examined **Addendum #2** to Request for Bid # **45-22AUG19 - Records Shredding and Disposal Services**, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____