



BOONE COUNTY, MISSOURI
Request for Bid # 70-24NOV09 – Records Shredding and Disposal Services

ADDENDUM #1 - Issued November 17, 2009

This addendum is issued in accordance with the Request for Bid and is hereby incorporated into and made a part of the Request for Bid Documents. Bidders are reminded that receipt of this addendum should be acknowledged and submitted with Bidder's *Response Form*. Specifications for the above noted Request for Bid and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

I. Replace the Response Page with the attached Revised Response page.

II. The County received the following questions and has provided the following responses:

1. Question: How many shredding containers (locking containers with lids and wheels) do you have on-site and what size are those containers?

Response: Circuit Clerk: (4) containers
Prosecuting Attorney: (1) container
Size: 90 gallon containers

2. How often is the on-site shredding taking place?


Response: On-site shredding is routinely scheduled for once a week on Fridays at the Court House. Our contractor may be scheduled at additional times through-out the year if needed

3. How often is off-site shredding taking place?

Response: As needed when a department calls. The County Clerk's office is the primary user of off-site shredding. Our staff goes to our contractor's facility and observes the shredding of our records.

4. Other background information provided for informational purpose:

Response: Our current contractor also provides recycled containers in some of our buildings and routinely picks up the recycled paper for no additional charge. There are six to seven (6-7) containers in the Boone County Government Center and two (2) containers in the Johnson Building,

By: 
Melinda Bobbitt, CPPB, Director of Purchasing

OFFEROR has examined copy of Addendum #1 to Request for Bid # 70-24NOV09 – Records Shredding and Disposal Services Term and Supply, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____

RFB #: 70-24NOV09

4. Revised Response Form

- 4.1. Company Name: _____
- 4.2. Address: _____
- 4.3. City/Zip: _____
- 4.4. Phone Number: _____
- 4.5. Fax Number: _____
- 4.6. Federal Tax ID: _____
- 4.6.1. Corporation
 Partnership - Name _____
 Individual/Proprietorship - Individual Name _____
 Other (Specify) _____

4.7. **PRICING-** The bidder shall provide firm, fixed prices below for the original contract period and maximum prices for each potential renewal period for providing record shredding and recycling services in accordance with the provisions and requirements of this RFP. All costs associated with providing the required services shall be included in the stated prices.

Shredding and Recycling Services - The bidder shall provide a firm, fixed price per pound of shredded records for each weight category for the original contract period and a maximum price per pound of shredded records for each weight category for each potential renewal option period.

Mobile Shredding On-Site. The Contractor shall bring a mobile shredder and perform the shredding on site. Complete pricing for this service on 4.7.1. and 4.7.2.

Item #	Weight Category	Original Contract Period	1 st Renewal Period	2 nd Renewal Period	3 rd Renewal Period
4.7.1.	0-500 lbs	\$ /lb	\$ /lb	\$ /lb	\$ /lb
4.7.2.	Over 500 lbs	\$ /lb	\$ /lb	\$ /lb	\$ /lb

Off-Site Shredding: The Contractor shall haul away the locked containers and shred off-site. Complete pricing for this service on 4.7.3. and 4.7.4.

Item #	Weight Category	Original Contract Period	1 st Renewal Period	2 nd Renewal Period
4.7.3.	0-500 lbs	\$ /lb	\$ /lb	\$ /lb
4.7.4.	Over 500 lbs	\$ /lb	\$ /lb	\$ /lb

Recycled Containers. The Contractor shall provide recycled containers and empty as needed.

Item #	Weight Category	Original Contract Period	1 st Renewal Period	2 nd Renewal Period	3 rd Renewal Period
4.7.5.	0-500 lbs	\$ /lb	\$ /lb	\$ /lb	\$ /lb

Will you be performing criminal background checks on employees that would be performing shredding and disposal services for Boone County. If yes, what agency will perform the criminal background check?

4.8.

Are your employees that would be performing shredding and disposal services for Boone County bonded and insured? Please describe:

4.9.

Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri?

4.10.

Yes

No

4.11. **The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with the specifications, instructions and general conditions of bidding which have been read and understood, and all of which are made part of this order.**

4.11.1. Authorized Representative (Sign By Hand):

4.11.2. Type or Print Signed Name:

4.11.3. Today's Date: _____