



**BOONE COUNTY, MISSOURI**

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

**ADDENDUM #1 - Issued August 5, 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. The County has received the following question and is providing a response below.**

1. Who is your current provider?


**Response:** Iron Mountain

2. If we only provide on-site shredding, may we still bid?

**Response:** Yes

3. Can we bid if we only provide pricing per bin and not by pound?

**Response:** Yes. Please use the attached *Revised Response Form*.

By:   
**Melinda Bobbitt, CPPO, CPPB**  
**Director of Purchasing**

Offeror has examined **Addendum #1** 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: \_\_\_\_\_

**4. Revised Response Form**

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4.1. Company Name: \_\_\_\_\_

4.2. Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

4.3. Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

4.4. E-mail: \_\_\_\_\_

4.5. Federal Tax ID: \_\_\_\_\_

( ) Corporation \_\_\_\_\_

( ) Partnership - Name \_\_\_\_\_

( ) Individual/Proprietorship - Individual Name \_\_\_\_\_

( ) Other (Specify) \_\_\_\_\_

4.6. **PRICING- RECORDS SHREDDING, DISPOSAL AND RECYCLING SERVICES:** The bidder should provide a firm, fixed price per pound of shredded records in each weight category for the original contract period and maximum 'not to exceed' prices for each potential renewal period, in accordance with the provisions and requirements of this RFB. The bidder may price per bin is per pound is an available. Items for shredding and disposal shall include, but not be limited to, those items in Attachment I. All costs associated with providing the required services shall be included in the stated prices. Certificates of Disposal are required for on-site and off-site record disposal.

**NOTICE TO BIDDERS:** County reserves the right to award to one or multiple service providers if deemed to be in the best interest of the County. If bidder elects to bid only for "All or None", it must be clearly stated in your Bid Response. Refer to Response Presentation and Review, 3.5.1.

4.7. **Shredding:** The bidder shall shred all records to a maximum size of no greater than particles one square inch. Will bidder have capability of shredding records to a maximum size of 5/16"? County may request this shredded size if situation warrants and bidder is capable: Yes \_\_\_\_\_ No \_\_\_\_\_

**(A)**

**Paper Products - Mobile Shredding On-Site:** The Contractor shall bring a mobile shredder and perform the shredding on site. Complete pricing for this service below.

	<b>Original</b>			
<b>Weight Category</b>	<b>Contract Period</b>	<b>1<sup>st</sup> Renewal</b>	<b>2<sup>nd</sup> Renewal</b>	<b>3<sup>rd</sup> Renewal</b>
<b>4<sup>th</sup> Renewal</b>				
<b>0 – 500 lbs</b>	\$ _____/lb	\$ _____/lb	\$ _____/lb	\$ _____/lb
\$ _____/lb				
<b>Over 500 lbs</b>	\$ _____/lb	\$ _____/lb	\$ _____/lb	\$ _____/lb
\$ _____/lb				

**32-gallon consoles:** \$ \_\_\_\_\_/console

**64-gallon bins:** \$ \_\_\_\_\_/bin

**96-gallon bins:** \$ \_\_\_\_\_/bin

**(B)**

Paper Products - Off-Site Shredding: The Contractor shall haul away the locked and unlocked containers and shred off-site. Complete pricing for this service below.

	<b>Original</b>			
<b>Weight Category</b>	<b>Contract Period</b>	<b>1<sup>st</sup> Renewal</b>	<b>2<sup>nd</sup> Renewal</b>	<b>3<sup>rd</sup> Renewal</b>
<b>4<sup>th</sup> Renewal</b>				
0 – 500 lbs	\$ _____/lb	\$ _____/lb	\$ _____/lb	\$ _____/lb
\$ _____/lb				
Over 500 lbs	\$ _____/lb	\$ _____/lb	\$ _____/lb	\$ _____/lb
\$ _____/lb				
32-gallon consoles:	\$ _____/console			
64-gallon bins:	\$ _____/bin			
96-gallon bins:	\$ _____/bin			

**(C)**

Electronic Removable Media and Hard Drives - Mobile Shredding On-Site: Contractor brings mobile shredder on-site to shred electronic media.

	<b>Original</b>				
	<b>Contract Period</b>	<b>1<sup>st</sup> Renewal</b>	<b>2<sup>nd</sup> Renewal</b>	<b>3<sup>rd</sup> Renewal</b>	<b>4<sup>th</sup> Renewal</b>
<b>Price per LB:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Per hard drive or media source: \$ \_\_\_\_\_

Is there a base price for this service? \_\_\_\_\_ No \_\_\_\_\_ Yes; Base Price: \$ \_\_\_\_\_

**(D)**

Electronic Removable Media and Hard Drives- Off-Site Shredding: Contractor collects the electronic media from departments, transports to facility and shreds off-site.

	<b>Original</b>				
	<b>Contract Period</b>	<b>1<sup>st</sup> Renewal</b>	<b>2<sup>nd</sup> Renewal</b>	<b>3<sup>rd</sup> Renewal</b>	<b>4<sup>th</sup> Renewal</b>
<b>Price per LB:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Per hard drive or media source: \$ \_\_\_\_\_

Is there a base price for this service? \_\_\_\_\_ No \_\_\_\_\_ Yes; Base Price: \$ \_\_\_\_\_

**(E)**

Recycling of Mixed Media (Paper Products): Contractor hauls away office paper products for recycling, collected by County department and emptied into vendor supplied recycling bins, as needed. Provide a monthly lump sum cost

<b>Original</b>	<b>1<sup>st</sup> Renewal</b>	<b>2<sup>nd</sup> Renewal</b>	<b>3<sup>rd</sup> Renewal</b>	<b>4<sup>th</sup> Renewal</b>
<b>Contract Period</b>				
\$ _____/month	\$ _____/month	\$ _____/month	\$ _____/month	_____/month

Describe how cardboard is handled. Is it to be broken down and set beside the recycled containers?

4.8. \_\_\_\_\_  
\_\_\_\_\_

4.9. List the address of the **disposal location** where shredded documents will be disposed:

\_\_\_\_\_

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

\_\_\_\_\_

4.11. Are those employees who will be performing shredding and disposal services for Boone County **bonded and insured**? Please describe:

\_\_\_\_\_

\_\_\_\_\_

4.12. Will you honor the services described in this bid at the prices quoted for **cooperative purchase** by other entities who participate in cooperative purchasing with Boone County?

\_\_\_\_\_ YES \_\_\_\_\_ NO

*(A negative response to this question will not affect evaluation of your bid for services to Boone County)*

**The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with all requirements contained in the Request for Bid which have been read and understood, and all of which are made part of this order. By submission of this bid, the vendor certifies that they are in compliance with Section 34.353 and, if applicable, Section 34.359 ("Missouri Domestic Products Procurement Act") of the Revised Statutes of Missouri.**

Authorized Representative (Sign by Hand): \_\_\_\_\_

Type or Print Signed Name: \_\_\_\_\_

Date of Signature: \_\_\_\_\_