



**Official Responses to Submitted Questions**

**Amendment #1**

**Shredding Services Statewide  
IFB #20241108**

<b>Question</b>	<b>RFP Section</b>	<b>RFP Page</b>	<b>Question</b>	<b>DOM Response</b>
1.	1.1 Purpose	4	The selected vendor will assist DOM by providing monthly on-site shredding and pick-up services. Please clarify what pick-up services entail? What is the difference between onsite and pickup services?	This IFB is exclusively for on-site shredding services. The vendor is expected to bring a secure shredding truck directly to the location to destroy confidential documents on-site. The term "pick up" in this context refers to the removal of the shredded paper from the location. No offsite shredding.
2.	1.4	5	There is no section 5.2.4 in the PPRB OPSCR R&R. Could you please supply a correct reference?	Chapter 5, Page 42 of the PPRB OPSCR Rules and Regulations contains 5.2.4 Request for Reconsideration of the Terms of the Solicitation.
3.	1.10.3, 1.D.E Capabilities	10	What will be the frequency of pickup/service per location per month.	All locations will receive shredding services once monthly, with the frequency potentially decreasing as the scanning project nears completion.
4.	1.10.3, 1.D.E Capabilities	10	What is the approximate bin count per location	As stated in the provided IFB, there's an ongoing scanning project and the paper volume varies per location.

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5.	1.10.3, 1.D.E Capabilities	10	What kind of services are needed Onsite vs Offsite service per location?	All services are required to be performed on-site. There will be no offsite services performed.
6.	2.1.2 Gen Req 1.	12	Please clarify why 4 95-96 gallon bins remain onsite is called out. If monthly on-site service for up to 100 95-96 gallon bins, all the bins will remain onsite not just these 4. Can you clarify?	Given the limited capacity of the locations, providing 100 bins per site is not feasible. To accommodate and assist with the storage limits, four bins will be provided to each location. These bins will be refilled as they are emptied into the secure shredding truck up to the 100 bin limit per location each month.
7.	2.1.2	12	Can you please specify how many 96 gallon containers will be serviced at each of the 30 locations per month?	As stated in the provided IFB, there's an ongoing scanning project and the paper volume varies per location. Each location will have quantity 4 – 95-96 gallon bins. Additionally, each location will have a designated overflow area for paper ready for shredding when the bins reach maximum capacity. As bins are emptied into the secure shredding truck, bins will be refilled. Each location could potentially have a total of 100 bins needing emptying each month.
8.	2.1.2	12	Will each of the 30 locations need 4 - 96 gallon containers as overflow?	Each location will need quantity 4 – 95-96 gallon bins. Given the limited capacity of the locations, providing 100 bins per site is not feasible. To accommodate and assist with the storage limits, four bins will be provided to each location. These bins will be refilled as they are emptied into the secure shredding truck up to the 100 bin limit per location each month.
9.	2.1.2 Gen Req 1.	13	Are there any other bin types being requested besides 95-96 Gallon bins? If yes, please explain.	No.

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10.	2.1.2 Gen Req 1.	13	If contractor cannot not provide onsite shred to all locations can they offer Offsite Shred?	This IFB is for onsite shredding services only. However, the Regional and Central Office locations have been separated into three (3) Bidding Groups. A vendor can bid on one or more of the groups. See Attachment I for map of the Regional locations.
11.	2.1.2 Gen Req 7.	13	Will DOM work in coordination with Contractor prior to making permanent changes to pickup / service schedules?	Yes.
12.	4.2.1 Liquidated Damages 2.2.1(5)	26	Are there any criteria that explain acceptable and not acceptable missed services.	DOM expects shredding services be provided at each location as requested and on a timely and regular basis. DOM expects vendor to monitor and anticipate for each location the rate at which bins are filled, emptied and refilled and to ensure bins and/or documents on-site do not exceed on-site storage limits. DOM expects vendor to be flexible and responsive to each individual location's requirements and needs and to assist each location complete the on-going scanning project as soon circumstances reasonably allow. Shredding services shall not in any way interfere with or disrupt DOM operations or services. DOM expects strict and absolute compliance with the contract requirements regarding the documentation, certification and verification of the destruction of confidential documents on a location and individual bin basis.
13.	4.2.1	26	The liquidated damages listed in 4.2.1 do not seem to have any relation to any actual damages which DOM may suffer for, for example, delivering a COD in three days instead of two. Also, considering that shred services are inexpensive, the LDs seem onerous. Would the DOM consider asking for actual damages instead of LDs? Arbitrary damages will force bidders to raise prices in anticipation, especially since the DOM does not regard LD as final and reserves a right to seek actual damages.	No. Section 4.2.1 lays out the purpose for liquidated damages wherein actual damages "...cannot be measured with a reasonable degree of accuracy." Also, Section 4.2.1 provides Contractor the ability to dispute an assessment of liquidated damages. Further, Section 4.2.1 provides that should actual damages arise from the same event where liquidated damages were assessed, the amount of any liquidated damages would be offset against the amount actual damages. Any assessment of liquidated damages outlined in Section 4.2.1 would be at DOM's discretion and only in an "up to" amount.

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14.	4.2.5	35	May a contractor assign the contract to an affiliate by notice, rather than seek consent?	If you are referring to Page 35, Section 4.5 Contract Assignment and Subcontracting; No, contractor cannot assign the contract to an affiliate by notice.

**Receipt of Amendment #1 Acknowledged:**

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_