

ADDENDUM ONE, QUESTIONS and ANSWERS

Date: February 13, 2018

To: All Bidders

From: Michelle Thompson/Dianna Gilliland, Buyers
AS Materiel State Purchasing Bureau

RE: Addendum for Request for Proposal Number 5763 Z1
to be opened February 28, 2018 at 2:00 P.M. Central Time

Questions and Answers

Following are the questions submitted and answers provided for the above mentioned Request for Proposal. The questions and answers are to be considered as part of the Request for Proposal. It is the Bidder's responsibility to check the State Purchasing Bureau website for all addenda or amendments.

<u>Question Number</u>	<u>RFP Section Reference</u>	<u>RFP Page Number</u>	<u>Question</u>	<u>State Response</u>
1.	F. EQUIPMENT REQUIREMENTS	P. 34	Are the employees separating paper into these categories? We would shred all at the "High Security Shred" level. Is this acceptable or would it result in issues with container designation? Meaning physically the containers being used or is there a re-training issue for all items to be put in the high security shred container?	<p>Pursuant to F.3.a. – For the purposes of this contract, this will be considered to be the standard shred for general office document shredding, or shredding otherwise not specified by the using agency. Agencies requesting Intermediate or High Security Shred will make such arrangements on an as-needed basis. Thus, at one particular location there will not be a need for employees to separate based on categories. There would be no issue with container designation or a re-training issue.</p> <p>Please see Attachment Two – Cost Sheet for Standard Shred and Attachment Three – Optional Services Cost Sheet for Intermediate Shred and High Security Shred.</p>
2.	RFP Section Reference A.	P. 32	Would you consider Off-site? Or a hybrid of Off-site and On-site	The scope of this contract is for on-site document shredding, thus off-site

			depending on departments?	shredding is not a consideration at this time.
3.			Will any of the remote locations be able to do off-site destruction?	See response to Question No. 2.

This addendum will become part of the proposal and should be acknowledged with the Request for Proposal.