



ADA COUNTY DEPARTMENT OF ADMINISTRATION

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Director

200 W. Front St.
Boise, Idaho 83702-7300

DATE: September 17, 2012
TO: ALL PLAN HOLDERS
FROM: ADA COUNTY PURCHASING
NO. OF PAGES: Three (3)

RFI 12056
Ada County Secure Shredding Services

RESPONSES DUE: 4:00 p.m. MDT October 1, 2012
Ada County Courthouse 200 W. Front St. Rm. 2210 Boise, ID 83702

ADDENDUM NO. 1

NOTICE TO RESPONDERS:

1. This addendum shall be considered part of the documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original documents, this addendum shall govern and take precedent.
2. Responders are hereby notified that they shall make any necessary adjustment in their estimates on account of this addendum. It will be construed that each response is submitted with full knowledge of all modifications and supplemental data specified herein.
3. **Responders must acknowledge in their submittals that all addenda has been received or the proposal may be deemed non-responsive.**

Please See Attached:

- **Response to Questions asked prior to September 14, 2012 4:00 p.m. cut-off**
- **Attachment: Replacement Page for Question Number 2**

➤ **Response to Questions asked prior to August 14, 2012 4:00 p.m. cut-off**

1. Regarding question # 2 *What are the possible negative aspects, especially for a governmental agency? Are you wanting to know the possible negative aspects of NOT shredding your documents?*

Answer: Please disregard original question. Question number two should read as follows (See attachment):

What are the pitfalls to avoid in selecting a service provider?

2. Were you looking for pricing at this time since you are fairly specific in question #15 on what you want addressed. You said you felt this was a ball park figure, however, since it is so specific we want to be accurate when handling the question. It appears you want a pricing quote at this time, is that the case? If not can you clarify further, otherwise we will submit a bid based on the information given in section C. Business Requirements.

Answer: The purpose of this RFI is strictly for information. No award will be made from this solicitation. That being mentioned, the county is interested in an annual cost estimate that takes into consideration the unit costs contained in question #15 to better gauge the amount the county might spend per year.

3. With regard to the notation that you will be posting this information on the Web. I need to know if you would post the pricing information we provide or if that will be confidential until the RFP is sent out. The issue I see is that if you were to post the pricing we provide in this RFI then our competitors will see our pricing and would then be able to modify their structure and pricing for the RFP.

Answer: There will be no pricing posted on our website. Only the respondents name will be posted. Additionally, please see section H. Proprietary Information In RFI Response for information on responses received for this RFI that might be deemed proprietary/confidential.

4. Our question is concerning the size of consoles to be placed. There are two common sizes that are usually requested by our customers. The first size is a 64 gallon container and the second is a 30 gallon console. We have attached a picture of our containers and their correlating capacity. Could you please verify for pricing purposes which one you are requesting in the bid?

Answer: Ada County is not requesting a formal bid at this time. However, when the RFP is released, we will ask providers to give us their best proposal for containers, pricing, and service based on their experience in the industry. The RFP will include information regarding the County's current containers and sizes being used as a basis for proposers to consider, but proposers may deviate from the current model to provide a better solution to our shredding needs.

5. Do you have a preference for on-site vs. off-site shredding?

Answer: No, there is no preference assuming either can provide the necessary level of security and assurance of complete document destruction.

2. What are the pitfalls to avoid in selecting a service provider?



3. What are the key features/highlights of your company's document destruction process?

