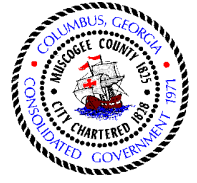


COLUMBUS CONSOLIDATED GOVERNMENT
Georgia's First Consolidated Government



FINANCE DEPARTMENT
PURCHASING DIVISION

100 TENTH STREET, P. O. BOX 1340
COLUMBUS, GEORGIA 31902-1340
706-225-4087, Fax 706-225-3033
BidLine 706-225-4536
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January 7, 2021

Addendum No. 1
On-Site On-Demand Secure Shredding Services
(Annual Contract)
RFB No. 21-0012

Submissions should include acknowledgement of receipt for all Addenda:

Authorized Initials: _____ Firm: _____

Vendors are informed that the above subject RFB is hereby modified, corrected, or supplemented as specified, described and set forth in this Addendum:

I. QUESTION(S)/RESPONSE(S)

Question 1: "Appendix A – Section II.A. [page 16] includes microfilm in the description of other media. Microfilm/microfiche can only be properly destroyed through incineration. We use an off-site vendor to provide this service and deliver the materials to them in one of our trucks.

- If this media is to be included in the bid, can it be addressed separately?
- Also, does the other media need to be shredded on-site, or can it be done off-site?"

Response: The City will allow either shredding or incineration of microfilm/microfiche, so long as the media cannot be reconstructed. See attached *FORM 1 – REVISED* for the *REVISED BID FORM*.

It will be up to each requesting Department to determine if policy allows for offsite shredding of the other media at the time such requests are made.

Question 2: "Appendix A – Section III.C.2. [page 17] states that 'the shredding process must produce strips or cross-cut pieces no wider than 3/8".' [Vendor] has a NAID AAA certification (National Association for Information Destruction). The required width of

shred for this certification is 3/4". Will this be acceptable?"

Response: No. The City requires cross-cut pieces no wider than 3/8".

Question 3: "Appendix A – Section III.C.4. [page 17] states that 'the vendor must use a certified scale to weigh shredded computer media material.' This seems to be overly restrictive and not cost justified. Can a digital scale be utilized and have the Department Head (City) witness the weight?"

Response: No. A certified scale is required. Awarded vendor will need to provide documentation of certification when shredding of computer media material is requested.

II. ACKNOWLEDGEMENT

Indicate that your firm has received this Addendum in the appropriate area(s) and include with sealed Proposal. Failure to acknowledge receipt of this addendum may render Proposal "Incomplete".

**Andrea J. McCorvey
Purchasing Manager**



REVISED
BID FORM
SECURE SHREDDING SERVICES
(ANNUAL CONTRACT)
RFB NO. 21-0012

IMPORTANT INFORMATION:

PLEASE SUBMIT ONE (1) ELECTRONIC BID RESPONSE VIA DEMANDSTAR

By signing this Bid Form, the authorized representative understands the City reserves the right to request any omitted information, **WHICH DOES NOT AFFECT THE SUBMITTED BID PRICE**. Bidders shall be notified, in writing, and shall have two (2) days, after notification to submit the omitted information, **to exclude E-Verify Affidavit and Communication Concerning This Solicitation form**. If the omitted information is not received within two (2) days, the Bidder shall be deemed non-responsive and the Bid Submission will be deemed "Incomplete". Use the following checklist to verify the items are included in sealed bid:

- Bid Form E-Verify/GSICA Communication Concerning This Solicitation
 Insurance Checklist Contract Signature Page W-9 Rev 2018 Business License

Initial below to acknowledge receipt of the following addenda (if any):

Addendum No. 1 _____ Addendum No. 2 _____ Addendum No. 3 _____

The undersigned hereby declares that he has/they have carefully examined the specifications herein referred to and will provide all services and terms of the Columbus Consolidated Government.

DESCRIPTION	ESTIMATED ANNUAL PICKUP	UNIT COST	EXTENDED COST
Secure Shredding Services, 95-Gallon Bin	144		
Secure Shredding Services, 64-Gallon Bin	12		
Destruction of Computer Media (to exclude microfilm/microfiche)	30 pounds		
Destruction of Microfilm/Microfiche	10 pounds		
Method: _____			
TOTAL:			

*All shipping, delivery, and /or freight charges must be included in unit price. Columbus Consolidated Government will pay no additional shipping, delivery, freight charges or any other additional fees.

PICK-UP WILL BE MADE WITHIN _____ DAYS AFTER RECEIPT OF ORDER.

 Vendor's Name Website

 Vendor's Street Address City State Zip
(P. O. Boxes will Render Bid Incomplete)

 Vendor's Remittance or Mailing Address (If different) City State Zip

 Phone Number Fax Number Email Address

 Signature of Authorized Representative "Print" Name and Title Date of Signature

If certified as a DBE or WBE, list the certifying agency: _____

*****COMPLETE THIS PAGE AND RETURN WITH BID*****