



**DISTRICT OF COLUMBIA DEPARTMENT OF MENTAL HEALTH
CONTRACTS AND PROCUREMENT ADMINISTRATION**

March 9, 2010

**SHREDDING SERVICES RM-10-RFQ-069-BY4-AWSS-OF
AMENDMENT NUMBER 1**

TO PROSPECTIVE OFFERORS:

The Department of Mental Health (DMH) Request for Quotation (RFQ) Solicitation for Shredding Services: RM-10-RFQ-069- BY4-AWSS-OF has been amended to answer the following questions:

| Question Number | | Question |
|--|--|---|
| 1 | | How many locations? |
| DMH RESPONSE: There shall be two locations : 64 New York Avenue NE, Washington, DC 20002 for the 4 th Floor (Administrative Offices), 5 th Floor (Human Resources and Facility Management) and 6 th Floor (Finance Office) and (CPEP Crisis Emergency Services) - 1905 E Street SE, Washington, DC 20003 (Bldg. 14).. | | |
| Question Number | | Question |
| 2 | | How many pieces of equipment is needed? |
| DMH RESPONSE: C.3.8 Contractor shall be capable of providing three types of shredding services as follows: A. Bulk/Mass Clean-Out. The successful Contractor shall provide 96 gallon (approximate 300 lb. capacity) wheeled, lockable containers assigned to designated locations and shall coordinate with the Point of Contact staff the materials requiring shredding. The Contractor shall then fill those secured containers with the materials identified for shredding. In some cases the agency shall have boxed material ready for destruction with the return of the boxes unnecessary; exception, if recyclable boxes were used. All materials shall be classified as mixed paper without the need to remove staples and paper clips. Pricing shall be submitted by the pound. | | |

- B. **Routine Service** provided on a weekly, monthly or bi-monthly set schedule per the agency's requirements. Except where noted, the successful Contractor shall provide lockable containers for agency personnel to fill which shall be serviced on a routine schedule. The Contractor shall have 96 gallon (300 lb. capacity) wheeled, lockable containers, and lockable security consoles (approximate 80 lb. capacity). All materials shall be classified as mixed paper without the need to remove staples and paper clips.
- C. **Call-In service.** Except where noted, the successful Contractor shall provide lockable containers which shall be serviced on an as needed basis. The Contractor shall have 90 gallon (300 lb. capacity) wheeled, lockable containers, lockable security consoles (approximate 80 lb. capacity). All materials shall be classified as mixed paper without the need to remove staples and paper clips. Once full, the agency shall contact the Contractor. The Contractor shall respond to requests for service within three business days.

| Question Number | Question |
|-----------------|---|
| 3 | Serviced performed weekly or bi-weekly? |

DMH RESPONSE: Shredding Services shall be provided on a bi-monthly set schedule per the agency's requirements.

| Question Number | Question |
|-----------------|---|
| 4 | Is this an existing contract? if so, who is current vendor and price? |

DMH RESPONSE: The Solicitation is a new Contract for Shredding Services at the 64 New York Avenue NE, Washington, DC 20001 and 1905 E Street SE, Washington, DC 20003 (Bldg. 14) locations.

| Question Number | Question |
|-----------------|--|
| 5 | Shredding performed on-site or off-site? |

DMH RESPONSE: Shredding shall be performed on-site and provided Monday thru Friday between the hours; 9:00 AM to 4:00 PM. According to the following provisions stated in the Solicitation:

C.5 STANDARD OF PERFORMANCE

C.5.1 ON-SITE DOCUMENT DISPOSAL/SHREDDING: Contractor shall ensure employees are uniformed, bonded and insured. Shredder Services Contractor shall ensure that the employee(s) take the Confidential Material directly to the gated shredding compartment of the Shredder Vehicle (Truck) to be destroyed, on-site, before leaving the location.

The Department of Mental Health COTRs are allowed to witness the shred firsthand and kept the material under their control. The Contractor guarantees all the material to be shredded from secured containers are destroyed in a timely manner at the DMH location and shall provide a Certificate of Destruction.

C.5.2 OFF-SITE DOCUMENT DISPOSAL/SHEDDING: Contractor shall provide a uniformed, bonded and insured employees that handle the on-site shredding for the Department of Mental Health shall collect and destroy off-site material. Bags of off-site material shall be taken directly from security consoles in the District to secure locked shredding compartment of the trucks. Rather than shred the material right then, the material shall be destroyed immediately upon returning to the Contractor's facility. The material shall never leave the truck until it is completely destroyed. It shall be locked and secure at all times. If DMH choose off-site service, it may be necessary to collect the material in a locked Contractor's Shredder Vehicle truck for transport to the facility.

C. 5.3 Contractor shall provide Confidentiality of the District of Columbia Department of Mental Health records (Section C.7): The Contractor shall not inspect, view, peruse or examine any confidential material or documents within designated for shredding or disposal by the requesting agency. In addition, the Contractor shall not otherwise disclose, release or communicate any confidential information present with the subject office area to any third person, individual, organization or entity not employ by the agency office. Should any violation or breach of this provision occur, such shall constitute cause for immediate termination of this contract upon receipt of written notice of such termination.

Furthermore, DMH, at its option, may verbally direct the immediate removal of the Contractor or his employees from the subject office space, upon the occurrence of the above referenced violation or breach. Any resumption of the Contractor's duties shall be effected by written communication.

| Question Number | Question | Question |
|-----------------|----------|--|
| 6 | | How many 96 gallon containers will be placed at each location? |

DMH RESPONSE: There shall be 96 gallon containers placed at the following location(s): 64 New York Avenue NE, Washington, DC 20002: two (2) for the 4th Floor (Administrative Offices), two (2) for the 5th Floor (Human Resources and Facility Management) two (2) for the 6th Floor (Finance Office) and two (2) for the (CPEP Crisis Emergency Services) - 1905 E Street SE, Washington, DC 20003 (Bldg. 14).

| | Question | Question |
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| 7 | | How many consoles will be placed at each location? |
| <p>DMH RESPONSE: There shall be consoles placed at the following locations: 64 New York Avenue NE, Washington, DC 20002: “approximately” twenty (20) for the 4th Floor (Administrative Offices), five (5) for the 5th Floor (Human Resources and Facility Management) five (5) for the 6th Floor (Finance Office) and ten (10) consoles at the CPEP Crisis Emergency Services - 1905 E Street SE, Washington, DC 20003 (Bldg. 14).</p> | | |
| Question Number | Question | Question |
| 8 | | What is service frequency of above containers/consoles? |
| <p>DMH RESPONSE: Shredding Services shall be provided on a bi-monthly set schedule per the agency’s requirements.</p> | | |
| Question Number | Question | Question |
| 9 | | What is expected volume for each contract year? |
| <p>DMH RESPONSE: The expected volume shall be provided after the first quarter of shredding services provided.</p> | | |
| Question Number | Question | Question |
| 10 | | What quantities should be used for the pricing schedule? |
| <p>DMH RESPONSE: The quantities used for the pricing schedule shall be “Approximately” forty (40) Security Consoles and four (4) Security Containers.</p> | | |
| Question Number | Question | Question |
| 11 | | Please clarify unit description of “pounds per hour” in pricing schedule for CLINS 0001, 0002, and 0003. |
| <p>DMH RESPONSE: Please provide the estimated number of pounds charged for CLIN 0001, 0002, and 0003 Item Description per hour of shredding service.</p> | | |

| Question Number | Question | Question |
|---|----------|---|
| 12 | | Is there an incumbent? If so, which company is incumbent? |
| <p>DMH RESPONSE: DMH does not have an incumbent providing shredding services for the following locations: 64 New York Avenue NE Washington, DC 20002; and 1905 E Street SE Washington, DC 20003.</p> | | |
| Question Number | | Change |
| 13 | | C.4 DMH, SAINT ELIZABETH HOSPITAL REQUIREMENTS |
| <p>DMH RESPONSE: The Heading C.4 shall be referenced as: <u>C.4 DMH REQUIREMENTS</u></p> | | |
| Question Number | | Change |
| 14 | | The first Notice to Solicit was release on February 22, 2010, Section L: indicated the following: <u>Quote Submission: L.3.1</u> QUOTE shall be submitted no later than <u>2:00 PM (est.)</u> on February 22, 2010 |
| <p>DMH RESPONSE: Correction to Section L: <u>Quote Submission: L.3.1</u> QUOTE shall be submitted no later than <u>2:00 PM (est.)</u> on March, 22, 2010.</p> | | |

**ALL OTHER TERMS AND CONDITIONS OF THE
REQUEST FOR QUOTATION REMAIN UNCHANGED.**

Only one copy of this amendment is being sent to potential Offerors. Offerors shall sign below and attach a signed copy of this amendment to each Quotation to be submitted to the place specified for receipt of Quotation. Quotation shall be mailed or delivered in accordance with the instructions provided in the original RFQ. In the event your Quotation has been previously deposited with the Department of Mental Health, Contracts and Procurement Administration (DMH/CPA), submit this signed Amendment in a sealed envelope, identified on the outside by the RFQ number and submission date. This signed Amendment must be received by the DMH/CPA no later than the date and time for closing.

Failure to acknowledge receipt of Amendment One (1) for Solicitation Number No.: RM-10-RFQ-069-BY4-AWSS-OF may be cause for rejection of any Quotation submitted in response to the subject RFQ.

Signed:


Samuel J. Feinberg, CPPO, CPPB
Director, Contracts and Procurement
Agency Chief Contracting Officer

Amendment Number One (1) is hereby acknowledged and is considered a part of the Quotation for Solicitation Number: RM-10-RFQ-069-BY4-AWSS-OF.

Signature of Authorized Representative

Date

Title of Authorized Representative

Print or Type Name of Firm

All Correspondence or inquiries related to this Solicitation or any modifications shall be addressed to:

Samuel J. Feinberg, CPPO, CPPB, Director, Contracts and Procurement
Agency Chief Contracting Officer Department of Mental Health
64 New York Avenue – 4th Floor Washington, DC 20002
(202) 671-3188 – Office/ (202) 671-3395 – Fax Email: Samuel.feinberg@dc.gov