



**COBB COUNTY
PURCHASING DEPARTMENT**

122 Waddell Street NE
Marietta, GA 30060
770.528.8400 • fax: 770.528.8428
purchasing@cobbcounty.org

William J. Tommie, Jr., CPPO
Purchasing Director

ADDENDUM No. 1

**Sealed Bid # 18-6320
Request for Proposal
Document and Media Destruction Services
Cobb County Purchasing Department**

Date: January 31, 2018

Page 1 of 8

The following addendum hereby amends and/or modifies the Proposal Documents and specifications as originally issued for this project. All proposers are subject to the provisions of this Addendum.

This Addendum consists of:

- **Minutes, Questions, Clarifications from Pre-Proposal Meeting held on January 23, 2018**
- **Questions Submitted in Writing**
- **Sign-In Sheets from Pre-Proposal Meeting**

Receipt of addendum MUST be acknowledged in the submitted proposal. It is the Proposer's ultimate responsibility to ensure that they have all applicable addenda prior to bid submittal.

This acknowledgment form must be signed, dated, and included with your submitted proposal

Company Name

Date

Signature

Please Print Name

All bids must be received before 12:00 (noon) by the Bid Opening date. Bids shall be delivered to Cobb County Purchasing Department, 122 Waddell Street, Marietta, GA 30060.

ADDENDUM No. 1

**Sealed Bid #18-6320
Request for Proposal
Document and Media Destruction Services
Cobb County Purchasing Department**

Date: January 31, 2018

A. Pre-Proposal Meeting - January 23, 2018, 11:00 am, Purchasing Conference Room, 122 Waddell Street, Marietta, GA 30060

1. Bid Submission Procedures

- Bids are due February 8, 2018 before 12:00 PM, noon at the Cobb County Purchasing Department, 122 Waddell Street, Marietta, GA 30060. **Please note the new address for Purchasing. The building is located on the northern end of Waddell Street.**
- Late bids will not be accepted.
- Bids will be opened at 2:00 PM on the same day at the Cobb County Purchasing Department, 122 Waddell Street, Marietta, GA 30060.
- The bid opening may also be watched on Cobb County's government access channel TV23 or the website (www.cobbcounty.org).
- A Georgia Security & Immigration Act Affidavit (Exhibit A) must be included with the bid. It must be signed and notarized; it must include the e-verify number to be deemed as completed; if it is not included the bid will be deemed non-responsive.
- Mark all packages with the company name and bid number. Use the label in the bid package.
- If addenda are issued, receipt of each addendum **MUST** be acknowledged in the submitted proposal. It is the Proposer's ultimate responsibility to ensure that they have all applicable addenda prior to bid submittal. The acknowledgement form issued with each addenda must be signed, dated, and included with your submitted proposal. Failure to acknowledge addenda may result in the bid being deemed nonresponsive. Addenda can be located at www.cobbcounty.org/Purchasing.
- One original, two copies and 10 Flash Drives or CD copies of the bid must be submitted. Mark the box with the original copy with number 1.
- All questions must be submitted to Cobb County Purchasing Department by January 30, 2018 at 5:00pm. Questions may be faxed to (770) 528 – 1154 or emailed to purchasing@cobbcounty.org. Please reference the bid number and bid title on all questions.
- See the attached sign in sheet from the pre-proposal conference.

2. General Project Notes Presented During the Meeting:

- Overview of US Communities
- Supplier Qualifications – 4 commitments
- Administration Agreement
- Master Intergovernmental Cooperative Purchasing Agreement (MICPA)
- Worksheet for National Program Consideration
- Supplier Information section

- Cost Proposal Form – if you have other container sizes or other ways of pricing, please include in your proposal.

3. Questions asked during the Pre-Proposal Meeting:

Question: Is this required to be a national contract?

Answer: The intent is to award nationally but Cobb County can award locally if they so choose.

Question: We typically have users sign an end user agreement. Is this permissible?

Answer: Yes. Other US Communities vendors require this as well. If you have this, please include an example in your proposal.

Question: Is the agreement for Cobb County included in the RFP?

Answer: The Cobb County General Instructions for Proposers, Terms and Conditions begin on Page 14 of the RFP.

Question: Do you have any statistics that show what percentage of registered agencies typically participate?

Answer: No.

Question: Are you looking for one price to cover all entities? Or can we price for regions, etc.?

Answer: You can propose different pricing structures by region, if you choose. Pricing has to be firm and auditable.

Question: Will all Cobb locations/facilities be using the contract?

Answer: Cobb County does not require its departments to utilize the contract but we do encourage them to do so.

4. Questions Submitted in Writing:

A. **Question:** Can Cobb County supply the answers to the questions:

- Addresses of buildings to be served?
- Frequency of Service?
- Media and paper bins by location?
- Number of floors?
- Dock available?
- Does the driver have to be badged?
- Does the driver have to have an escort?
- Number and size of consoles/bins to be serviced?

Answer: Locations and volume are not known at this time as it is not known what and how many agencies will choose to utilize the contract. There may be some agencies and departments that have docks and some that do not. There also may be some agencies that have locations where badge access or escorts are required depending on the type of facility. For purposes of this RFP, proposed pricing should be based off the Estimated Volume on page 10 of the RFP.

B. **Question:** What are the service location addresses for document destruction?

Answer: Please see the answer to Question B.

- C. **Question:** What is the document destruction service provided at each service location by product by container type?

Answer: Please see the answer to Question B.

- D. **Question:** What service locations have large shred/purge services and what is the frequency and estimated weight

Answer: Please see the answer to Question B.

- E. **Question:** Will an extension be granted re the due date so that vendors have ample time to incorporate answers to questions into their proposal responses?

Answer: No.

- F. **Question:** On what day do you anticipate answers to vendors questions being posted as an addendum?

Answer: January 31, 2018.

- G. **Question:** With the addendum with answers to questions require a signature/acknowledgement?

Answer: Please see Explanation to Proposers on page 14.

- H. **Question:** Can you please confirm that all pricing should be incorporated with the proposal response and does not need to be submitted as a separate document?

Answer: Please see Section 7.6 on page 13 of the RFP.

- I. **Question:** Will you accept varied pricing based on volumes and regions or only pricing based on the pricing grids provided in RFP?

Answer: Appendix A-1 is a suggested response format. If your pricing follows another format, please provide it in an excel spreadsheet.

- J. **Question:** Does Cobb County guarantee any agencies/divisions that will sign up for this service?

Answer: Please see the answer to Question B.

- K. **Question:** Are additional items able to be listing in pricing beyond the items notated on pages 95-97?

Answer: Please see Section 7.6 on page 13 of the RFP.

- L. **Question:** Will potential pricing increases be evaluated annual and subject to negotiation with both parties?

Answer: Please see Pricing on page 11 of the RFP.

M. Question: It appears there are two separate sections of the proposal-Cobb County and US Communities. Is it ok to provide a response that incorporates like questions vs. answering twice?

Answer: To make evaluation of your proposal as easy as possible, please follow the format of the RFP document, providing answers directly following the questions in the order they are asked.

PRE-PROPOSAL CONFERENCE

Sealed Bid # 18-6320
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January 23, 2018

REPRESENTATIVE NAME	COMPANY NAME & COMPLETE ADDRESS	PHONE (INCLUDE AREA CODE)	E-MAIL ADDRESS
Stephanie Brice	Cobb County Purchasing	(770) 528-8400	purchasing@cobbcounty.org
Bill Thomas	" "	770 528 8425	" "
Tim Shields	EXELA TECHNOLOGIES 4868 GATHWAY ST Forest Park GA 30297	404-330-2062	tim.shields@exelatech.com
Tim Smith	A1 Shredding	(678) 850-0676	Sales@a1shreds.com
Alexis Turner	U.S. Communities	(214) 629 2056	turner@uscommunities.org
VIC JOVINO	STERICYCLE / SHREDDIT	201-892-7391	VIC.JOVINO@STERICYCLE.COM
JUSTIN SHARRETT	"	770-841-6858	justin.sharrett@stericycle.com

*Please note that contact information provided to a government agency may be subject to public release as required by Georgia's open records law.

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REPRESENTATIVE NAME	COMPANY NAME & COMPLETE ADDRESS	PHONE (INCLUDE AREA CODE)	E-MAIL ADDRESS
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January 23, 2018

REPRESENTATIVE NAME	COMPANY NAME & COMPLETE ADDRESS	PHONE (INCLUDE AREA CODE)	E-MAIL ADDRESS
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