



**ADDENDUM #1**  
**Public Works – Resource Conservation**  
**Confidential Paper and Media Collection and Recycling Services**  
**RFP # 7389-22**

November 2, 2022

The attached addendum supersedes the original Information and Specifications regarding RFP # 7389-22 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

**Please note: Due to COVID-19, BIDS will only be accepted electronically by emailing [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org).**

1. Question: What is the difference between a 25 Gallon and a console? A console holds approximately 90 pounds of paper and does not move.

**ANSWER: Our current service provider offers a mini-console option that has a paper capacity of 75 pounds and measures 26”H x 20.5” W x 19.6” D.**

2. Question: Would Boulder County be flexible with the service schedule?  
\*Every 2 weeks and Every 4 weeks go to monthly service?

**ANSWER: We would require a 2 week service option for specific locations. In addition, during Election season those locations increase their frequency to every week.**

3. Question: How many times a month are the on-call bins serviced?

**ANSWER: The on-call bins are generally serviced 3-4 times per year.**

4. Question: As far as you know are all the videocassette’s floppy’s CD-ROM’s and DVD’s shredding onsite?

**ANSWER: Our current service provider does off-site shredding of media such as CDs, floppy disks, DVDs, etc. Per the RFP, the contractor must have access to a shredder capable of destroying media at their facility, and have a protocol in which a County representative can, if requested, witness the destruction. Media shredding has to date been a minor part of this service, but may increase in the future.**

5. Question: Would Boulder consider collection truck service v. shred truck service if the provider is NAID **certified** and has their own shred plant?

**ANSWER: We would consider a collection truck for other facilities, but would need access to an on-site shredding vehicle for some facilities. Specific facilities (Elections, Clerk and Recorder) require on-site shredding so that staff can witness the material being destroyed per federal regulations.**

6. Question: Is the courthouse complex east wing 3<sup>rd</sup> floor the only bin Boulder County uses for media?

**ANSWER: That is currently the only dedicated bin for media within our facilities, but occasionally sites may need to request a special purge of media.**

7. Question: For the courthouse it says 11 purge bins. Are those always at the court's location and how many times a year are they used?

**ANSWER: Those bin remain at the Courthouse for ongoing purge projects, which happen about once a quarter.**

8. Question: Are we required to provide the bins for each location?

**ANSWER: Yes, you would be required to provide the bins for all locations.**

9. Question: Can you explain what the 25-gal bins are?

**ANSWER: Our current service provider offers a mini-console option that has a paper capacity of 75 pounds and measures 26"H x 20.5" W x 19.6" D.**

10. Question: We understand the RFP is for service over a term of 12 months. After the first 12 months, are there renewal options or will this go to bid after that time?

**ANSWER: After the first 12 months Boulder County has the option to renew for up to four (4) additional one year terms.**

11. Question: Are the 25-gallon, 65 gallon, and 96-gallon containers listed (aside

from the console) wheeled carts or another type of secure container?

**ANSWER: The 65 gallon and 96 gallon containers are wheeled totes. The 25 gallon is a mini-console that is stationary.**

12. Question: Are dedicated, specialized secure containers required or requested to gather and hold media presented for destruction?

**ANSWER: Secure, locked containers are required for all confidential paper containers. Media destruction is not a frequent occurrence, but additional secure bins for storage of media until destruction may be requested (likely less than 4 times per year).**

13. Question: When will the contract be awarded?

**ANSWER: We hope to award the contract at the end of November, with services starting in January of 2023.**

14. Question: How much time will we have from being awarded the contract to delivering the shred bins?

**ANSWER: The selected contractor will have 30 days to deliver the secure bins to each location.**

15. Question: What is current contract overall total amount for this current service contract?

**ANSWER: The total contracted amount for services between 1/1/2022 – 12/31/2022 is \$24,999.**

16. Question: Are the costs of inflation, increased gas and freight prices considered for the new contract?

**ANSWER: Our current pricing has remained constant under since our provider has been awarded the State of Colorado contract. If a new contractor is chosen, Boulder County would consider increases to the contracted services, ideally on an annual basis. Our contract could also include a not-to-exceed percentage for each year, which would be negotiated in advance.**

**Submittal Instructions:**

Submittals are due at the email box only, listed below, for time and date recording on or before **2:00 p.m. Mountain Time on November 9, 2022.**

**Please note that email responses to this solicitation are limited to a maximum of 50MB capacity.**

**NO ZIP FILES OR LINKS TO EXTERNAL SITES WILL BE ACCEPTED. THIS INCLUDES GOOGLE DOCS AND SIMILAR SITES. ALL SUBMITTALS MUST BE RECEIVED AS AN ATTACHMENT (E.G. PDF, WORD, EXCEL).**

**Electronic submittals must be received in the email box listed below. Submittals sent to any other box will NOT be forwarded or accepted. This email box is only accessed on the due date of your questions or proposals. Please use the Delivery Receipt option to verify receipt of your email. It is the sole responsibility of the proposer to ensure their documents are received before the deadline specified above. Boulder County does not accept responsibility under any circumstance for delayed or failed email or mailed submittals.**

Email [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org); identified as **RFP # 7389-22** in the subject line.

All proposals must be received and time and date recorded at the purchasing email by the above due date and time. Sole responsibility rests with the Offeror to see that their bid is received on time at the stated location(s). Any bid received after due date and time will be returned to the bidder. No exceptions will be made.

The Board of County Commissioners reserve the right to reject any and all bids, to waive any informalities or irregularities therein, and to accept the bid that, in the opinion of the Board, is in the best interest of the Board and of the County of Boulder, State of Colorado.



**RECEIPT OF LETTER  
ACKNOWLEDGMENT**

November 2, 2022

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #7389-22, Confidential Paper and Media Collection and Recycling Services.

In an effort to keep you informed, we would appreciate your acknowledgment of receipt of the preceding addendum. Please sign this acknowledgment and email it back to [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org) as soon as possible. If you have any questions, or problems with transmittal, please call us at 303-441-3525. This is also an acknowledgement that the vendor understands that **due to COVID-19, BIDS will only be accepted electronically by emailing [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org).**

Thank you for your cooperation in this matter. This information is time and date sensitive; an immediate response is requested.

Sincerely,

Boulder County Purchasing

**Signed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Company** \_\_\_\_\_

End of Document