

**Document Shredding Services RFQ**  
**Q & A**

Q1: Does the shred vendor walk the facility and retrieve the totes from their locations within the building and then take them to the truck outside for shredding? Or does your staff retrieve the totes and stage them all at one central location (such as a loading dock) for us?

A1: The chosen shred vendor will walk the facility and retrieve the totes from their locations in the building and then take them to the truck outside.

Q2: If the vendor is responsible for retrieving the totes, can they walk the building alone? Or do they need to be escorted?

A2: The chosen vendor will need to be escorted. A designated maintenance/custodial staff member will be escorting the shred vendor during each scheduled service trip.

Q3: On the cost breakdown section, if the vendor services every 2 weeks, there will be 26 services per year. Based on how the calendar falls, there will be 2 months when there will be 3 services in a month. Therefore, how do I calculate the monthly cost on page 6 of the bid?

A3: If the cost is based on per service, then just provide the per service cost for these totes.

Q4: I understand you have (2) 95 gallon containers and (5) 64 gallon containers but what is (2) standard containers that hold 50lbs?

Would you be able to send pictures of these containers so that I can make sure we are quoting something similar? Do they have wheels? What do the standard containers look like?

A4:



**95 Gallon Tote**



**64 Gallon Tote**



**Standard Container**

Q5: Is the pricing firm for the 2 year agreement?

A5: Yes, pricing will be firm for the initial 2 year contract period. However, a percentage cost increase can be built in for year 2. This needs to be included in the quote in order to be considered.

Q6: Does the quote allow for us to add an extra material charge, for extra material to be collected on same pick up date?

Also, for an extra pick up charge for extra material needed on a separate pick up date that is not scheduled?

A6: Yes, please provide any other service costs under "Other" in the pricing section of the Response Sheet. Feel free to add more sections to the table provided or attach another document that breaks down service charges.

Q7: What is the exact service address?

A7: Pick up will occur at 1345 Lagonda Ave., Springfield, Ohio in Building A, B, and C, as well as 1346 Lagonda Ave., Springfield, Ohio in Building D.

Q8: I just wanted to confirm whether or not there are any additional locations beyond the Board of County Commissioners at 50 East Columbia Street and JFS at 1345 Lagonda Avenue where collection containers will be placed.

A8: This contract is to just provide service to Clark County Department of Job and Family Services and not the Clark County Board of Commissioners. Our service addresses are 1345 Lagonda Ave., Springfield, Ohio in Building A, B, and C, as well as 1346 Lagonda Ave., Springfield, Ohio in Building D.

Added 2/6/2023

Q9: Does the material need to be shredded on site with a mobile truck or can material be shredded offsite by being loaded into the truck brought back to the shredding facility and shredded there?

A9: The material can be shredded offsite as long as a record of destruction is provided and the truck transporting the documents is secured.