

ADDENDUM I

DATE: July 29, 2022

FOR

RFP #23003

DOCUMENT DESTRUCTION SERVICES

DATED: July 18, 2022

TO

THE CURATORS OF THE UNIVERSITY OF MISSOURI ON BEHALF OF UNIVERSITY OF MISSOURI – ST. LOUIS

The above-entitled specifications are modified as follows and except as set forth herein remain unchanged and in full force and effect:

The following questions and answers are provided as a matter of information to clarify questions raised about the RFP.

Addendum to RFP Documentation:

Modification 1: Due Date Change.

Date extension has been addressed:

- Original Due Date: August 9, 2022, 12:00 PM CDT
- Revised Due Date: August 12, 2022, 12:00 PM CDT

Modification 2: Section 11. Desirable Criteria Question 3 reads as follows:

It is desired that the respondent provides an overview of the service plan for identifying servicing and reporting on the various locations/bin count provided within the scope of the RFP.

Change this specification to read as follows:

It is desired that the respondent provides an overview of the service plan for identifying servicing and reporting on the various locations/bin count provided within the scope of the RFP. Include the communication plan if a locations services were missed or interrupted. How would your organization communicate the follow up service plan? Also include how your organization would handle additional pickup request in between the scheduled service plan.

Vendor Clarification Questions:

1. Is there a current schedule for pickups that can be provided? Will service for the 37 containers be weekly, bi-weekly, monthly?
 - a. Most of the locations would be picked up on a bi-monthly or monthly frequency. Below is a list of the current frequencies for reference. If your organization has recommendation for frequency service based off the current schedule, please provide those alternatives.
 - b. CURRENT FREQUENCY OF PICK-UPS**

Building Name	No. of Containers	Frequency
Woods Hall	10	All locations= 4 weeks
Millennium Student Center	6	5 = 4 weeks 1 = 2 weeks
Science buildings complex	4	all = 4 weeks
Campus Police Building	1	8 weeks
Social Sciences & Business Building	1	4 weeks
Lucas Hall	2	1 = 8 weeks 1 = 4 weeks
Express Scripts Hall	3	1 = 8 weeks 1 = 4 weeks
Mark Twain athletic building	1	4 weeks
TJ Library	1	4 weeks
MSC North Parking Garage	2	4 weeks
Marillac Hall & South Campus buildings	3	4 weeks
Patient Care Center	1	2 weeks
Nursing Administration Building	1	4 weeks
Provincial Hall	1	(on-call)
TOTAL	37	

2. On the pricing form, it lists "On-Site Destruction," but there isn't another reference to services being required on-site. Can you confirm that on-site only services are requested? Or is the Supplier is NAID AAA Certified compliant, will those organizations be considered as well for off-site shredding?

- a. Off-site shredding is also acceptable. We would want adequate proof of document destruction for off-site shredding, but we can consider organizations doing that as well.
- 3. Do all items on the pricing form need to be completed? For example, if the Supplier can provide a standard console and a tote, but not a deskside console, would they still be eligible to submit their proposal?
 - a. Provide pricing for all items that your organization can provide service. Pictures of your equipment would be helpful if available.
- 4. What is the frequency of pickups for all of these? This is strictly for the UMSL campus, correct?
 - a. This RFP is strictly for the St. Louis campus currently. As stated in the RFP at the discretion of The University of Missouri System, this contract may be utilized for additional services with other affiliates on an as needed basis.

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University of Missouri Procurement