DATE: January 25, 2022
TITLE: RFP769-22-120721TJ UNTS Document and Media Destruction Services

Addendum #2

This addendum shall be considered as part of the RFP (Request for Proposal) for the above-mentioned project as though it had been issued at the same time. The addendum is being issued to revise RFP questions and answers that have been submitted as follows. This addendum shall govern and take precedence. All who are submitting proposals are hereby notified that they shall make any necessary adjustment(s) to their estimates and timeline based on this Addendum. It will be construed that each proposal is submitted with full knowledge of all modifications and supplemental data specified herein. Please note the following clarifications are hereby made to the RFP.

Questions and Answers

1. I have a list of the UNT locations by looking through the website but is there an exact list of service locations with service frequencies (each product type), expected volumes (each product type), and preferred security containers (Bins vs cabinets) for this RFP? Answer: No, unfortunately we do not have the ability to reference historical spending/use. Perhaps expand on the scope of work? Answer: I do not have any additional information I can provide at this time.
2. Is the shredding reoccurring or on call or does it vary (combination of both)? Answer: Combination of both. Service will be based on the needs of the facility. Remote work currently has an impact on the need for service.
3. Do you prefer on-site or off-site shredding? Answer: We are open to both options
4. Is there a check in procedure for each location? Answer: No, not at this time. I will work with department leaders to determine how we will implement the service.
5. What are the addresses that we will need to install secure storage containers for collecting the materials for your ongoing document destruction project? Answer: Service location will vary based on the need. The main facilities we are considering are UNT, UNT Dallas, UNT System, and UNT HSC. Please refer to section 1.4 of RFP
6. How many containers would you estimate you would need installed at each address Answer: Depends on size, however, at minimum 3-4 per facility
7. What is the frequency that works best for your team regarding destruction of materials? We can
provide the following options:

a. Weekly, Bi-Weekly, or Monthly Pick Ups  
   Answer: We will begin using the service Monthly and hope to shorten frequency

8. Shred It can provide Onsite Witnessed Shredding / Destruction of paper documents and hard drives at the locations you choose. When dealing with digital media, CDs, DVDs, VHS, LTO Tapes, typically we must destroy this material via an Offsite Verified Incineration. Will the UNTS allow for these materials to be taken off campus for the incineration process?  
   Answer: Yes

9. List of locations: Size & Quantity Bins/Consoles: Frequency (weekly, monthly, etc.)  
   Answer: For list of locations, please refer to section 1.4 of the RFP. We anticipate Monthly service for 3-4 bins starting off at between 64-95 gallons.

10. Can UNTS provide detailed building layout information for each of the follow buildings University of North Texas System Administration (UNTSA), the University of North Texas in Denton (UNT), the University of North Texas Health Science Center (UNTHSC) in Fort Worth, and the University of North Texas at Dallas (UNTD)?  
   Reference: Main RFP, Section 4.1.4
   a. What departments are under this contract?  
      Answer: All departments will have access to utilize this contract.
   b. What are the schedule requirements (weekly, bi weekly, monthly, bi monthly)  
      Answer: Will start monthly initially

11. RFP states “UNTS is seeking proposals from qualified vendors for official document and media destruction services. These services will need to include hard drives, disks, and other paper or electronic media.” Will all electronic media be contained in hard drives and disks?  
    Reference: Main RFP, Section 5.1.5  
    Answer: Will vary, unfortunately we do not have access to historical use for shred services

12. Section 6 of the RFP states “Vendors who subcontract all or a portion of the Scope of Work must have identified all proposed Subcontractors.” Would this include the use of companies with document destruction equipment?  
    Answer: Yes

Total pages to this Addendum, including this cover sheet and attachments: 2

-End of Addendum

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Issued by (signature)

January 25, 2022