

QUESTIONS AND ANSWERS

Records Collection, Storage and Destruction Services

PROJECT NO. 10-17

To: Prospective Respondents
From: Houston Community College
Date: August 19, 2010
Subject: Informational Letter # 1 – Requests For Proposals, HCC Project No. 10-17

The following questions regarding the Request For Proposals, HCC Project No. 10-17 were received in the Procurement Operations Department within the time period stated in the RFP:

Question #1: How are cartons being stored right now? Are they with another vendor or are they in house? How will they be prepared for collection? Will we have to provide any labor to prepare them or are we just collecting them? If they are with another vendor are there any withdrawal charges? How many locations would we serviced? Will retrievals/collections be centralized (i.e. to a file room) or decentralized (multiple, individual requestors).

HCC Answer: Cartons are being stored with the incumbent contractor. The cartons will be prepared in pallets of 48 cartons each. There are no withdrawal charges. Retrievals/collections are currently centralized.

Question #2: Under Item E-001 in Attachment 2 (Schedule of Items and Prices), the RFP indicates 700 pounds as the estimated quantity, but the price says per box, are we to assume that each box is 35 pounds, which equate to only 20 boxes of destruction?

HCC Answer: See Amendment # 2. Estimated quantity changed from pounds to boxes.

Question #3: Under H-001 in Attachment 2 (Schedule of Items and Prices) indicates the charge for collection of new items should be charged per pickup with an estimated quantity of 1. Can we indicate a per box charge? Or can you give us an estimated quantity for the single collection of new materials? Does this really mean you will only be sending new items once?

HCC Answer: See Amendment #2. Estimated quantity changed from per pickup to per box. It will always be more than one box to be picked up for offsite storage.

Question #4: Attachment 3, does not give a quantity of destruction bins, size of bins, or the number of locations to be served. Can you please clarify this?

HCC Answer: Yes, see Amendment #2.

Question #5: Section V of Attachment 3 (page 17) Pickup and delivery requirements, points A and B seem to give conflicting information. Can you please clarify this?

HCC Answer: See Amendment #2. Point A is the accurate statement. Point B changed from “Orders placed before 11:00 a.m.....” to Orders placed after 11:00 a.m....”.

Question #6: There is a large amount of wording surrounding a small business commitment. Can you please clarify this requirement and which forms need to be completed? These forms are pages 22 through 25. In addition, some of the forms, in particular Exhibits G and H seem like they should be completed after the contract has been awarded and only if subcontractors are used.

HCC Answer: All attachments should be completed. If they do not pertain to your company please respond that way. Exhibits G and H are included in the “Sample Contracts Documents” section and are to be completed after the contract has been awarded.

Question #7: On page 5 under the “Project Management and Services” section that we are to create, it is mentioned: “...proposer’s commitment to utilize HCC students in an internship capacity with the firm.” Is this a requirement?

HCC Answer: It is a requirement to respond to all parts of the technical and price proposals of the RFP. Each vendor is highly encouraged to consider using HCC students interns, when possible to do so.

Question #8: Will you be posting the answers on your web site or what will be the means of communications and when is the soonest you could provide us the answers to our questions?

HCC Answer: Yes. The means of communications is the website. The soonest answers will be provided is after the deadline that questions are accepted, which is a minimum of seven (7) calendar days before the date set to receive proposals.

Question #9: How many locations of HCC will be utilizing a routine shredding service?

HCC Answer: That has not been determined as of yet. Potentially thirteen (13) locations or one (1).

Question #10: What is an estimate (range) for the number of secured bins that will be needed for routine service?

HCC Answer: This also has not been determined as of yet.

Question #11: What is the annual spend on one-time cleanout/purge projects?

HCC Answer: The last purge project cost approximately \$8,000.00.