



**DISTRICT OF COLUMBIA DEPARTMENT OF MENTAL HEALTH  
CONTRACTS AND PROCUREMENT ADMINISTRATION**

November 24, 2009

**SHREDDING SERVICES RM-10-RFQ-031-BY0-SEH-OF**  
**AMENDMENT NUMBER TWO**

**TO PROSPECTIVE OFFERORS:**

The Department of Mental Health (DMH) Request for Quote (RFQ) Solicitation RM-09-RFQ-031-BY0-SEH-OF has been amended to answer the following questions:

Question Number		Question
1		For paper destruction only (as opposed to cardboard, hardcover books, etc.) – are you able to provide an estimate as to what percentage of shredding is intended to be performed on-site and what percentage is intended to be performed off-site? An indication of number of containers devoted to either method would be helpful as well.
<b>DMH RESPONSE:</b> Saint Elizabeths Hospital is requesting 100% of on site shredding for the first bulk shredding that shall contain HIPAA protected information. Approximately 160, 96-gallon containers for the first bulk shredding.		
Question Number		Question
2		How does the hospital define “location”? Is it just building by building within the main campus, or are there satellite locations as well? Any list or map citing the relevant locations would be helpful.
<b>DMH RESPONSE:</b> Saint Elizabeths Hospital locations shall be the buildings within the main campus. There are ten (10) buildings on Saint Elizabeths main campus. There is no list or map citing the relevant locations available.		


Question Number		Question
3		<p>Are we able to draft a pricing sheet with slight variation from the one provided? For example, if given the opportunity, I would list volume-sensitive pricing for line item 007 that indicates pricing for 1 – 20 containers at one location, 21 – 40 containers at one location, and so on.</p>
<p><b>DMH RESPONSE:</b> There shall be no changes and/or variations made to the Shredding Services Schedule B Price Sheet. All additional information shall be listed on a separate sheet of paper titled Cost Justification.</p>		
Question Number		Question
4		<p>On that same topic – I want to make sure that I am interpreting Schedule B correctly: for items 0001, 0002, and 0003 I would simply quote pricing on a “per pound” basis, with no regard to the amount of time taken. Is that appropriate? In other words, we base our pricing solely on volume, not time, as it is most fair to the customer. Am I misinterpreting this item? Are you interested in learning how fast our equipment shreds each type of material?</p>
<p><b>DMH RESPONSE:</b> Pricing shall be quoted as per pound on the Cost Justification page of the Vendors submission.. The appropriate destruction of the material is more relevant than time; although, shredding should occur within a reasonable time from the removal of documents from designated buildings. DMH is more interested in the style of shredding for HIPAA protected material and that style meets HIPAA standards.</p>		
Question Number		Question
5		<p>Finally, one more question regarding pricing. The hospital could greatly enhance the opportunity for discounted pricing if it could provide a general idea of how many containers might be needed in a “multiple container” location. Any guidance on this matter would be appreciated.</p>
<p><b>DMH RESPONSE:</b> DMH Saint Elizabeths Hospital estimates 160, 96-gallon containers shall suffice for the initial bulk shredding; however, the contract states the vendor shall remove the documents for the initial, bulk shredding. There are 3-clinical buildings that shall utilize multiple containers. The clinical buildings shall require locked containers on each clinical unit for routine shredding versus a container in one designated location.</p>		

**ALL OTHER TERMS AND CONDITIONS OF THE  
REQUEST FOR QUOTES REMAIN UNCHANGED.**

Only one copy of this amendment is being sent to potential Offerors. Offerors shall sign below and attach a signed copy of this amendment to each Quote to be submitted to the place specified for receipt of Quotes. Quotes shall be mailed or delivered in accordance with the instructions provided in the original RFQ. In the event your Quote has been previously deposited with the Department of Mental Health, Contracts and Procurement Administration (DMH/CPA), submit this signed Amendment in a sealed envelope, identified on the outside by the RFQ number and submission date. This signed Amendment must be received by the DMH/CPA no later than the date and time for closing.

Failure to acknowledge receipt of Amendment Two (2) for Solicitation Number No.: RM-10-RFQ-031-BY0-SEH-OF may be cause for rejection of any Quote submitted in response to the subject RFQ.

Signed:

  
Samuel J. Feinberg, CPPO, CPPB  
Director, Contracts and Procurement  
Agency Chief Contracting Officer

Amendment Number Two (2) is hereby acknowledged and is considered a part of the Quote for Solicitation Number: RM-09-RFQ-031-BY0-SEH-OF.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Print or Type Name of Firm

**All Correspondence or inquiries related to this Solicitation or any modifications shall be addressed to:**

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