



**DISTRICT OF COLUMBIA DEPARTMENT OF BEHAVIORAL HEALTH
CONTRACTS AND PROCUREMENT SERVICES
64 NEW YORK AVENUE, NE 2NDFLOOR WASHINGTON, DC 20002
TELEPHONE NUMBER: 202-671-3171; FAX NUMBER: 202-671-3395**

March 26, 2015

**REQUEST FOR QUOTATIONS (RFQ)
FOR DOCUMENT SHREDDING SERVICES
RM-15-RFQ-024-BY4-MA SOLICITATION AMENDMENT NUMBER FOUR (4)**

**THE DEPARTMENT OF BEHAVIORAL HEALTH (DBH) QUOTATIONS (RFQ)
SOLICITATION RM-15-RFQ-024-BY4-MA HAS BEEN AMENDED TO REFLECT THE
FOLLOWING:**

Question No.	RFP Section	Question/Comment
1		Submission Deadline Update
DBH RESPONSE: Submission Deadline has changed from Friday, March 27, 2015 at 2:00 P.M. to Wednesday, April 1, 2015 at 2:00 P.M.		

Question No.	RFP Section	Question/Comment
2	SECTION C.2.5	Specific Requirement
DBH RESPONSE: In Section C.2.5 The following shall be added. DBH requires that the Contractor for these Shredding Services Contractor be Certified by The National Association for Information Destruction (NAID).		

Question No.	RFP Section	Question/Comment
3	SECTION C.5	Standard of Performance
DBH RESPONSE: Hard Drive Destruction Services were omitted from this Solicitation. In Section C.5 of this Solicitation the following shall be added as follows: The Contractor shall provide Hard Drive Destruction Service to ensure confidential and highly sensitive data is uncompromised - including emails, invoices, budgetary numbers and other internal documents by performing Mobile Onsite Hard Drive Destruction.		

Question No.	RFP Section	Question/Comment
4		What is the monthly volume for your paper materials?
DBH RESPONSE: This information is not available.		



Question No.	RFP Section	Question/Comment
5	SECTION C.4	DBH Requirements
<p>DBH RESPONSE: There are Multiple Locations associated with DBH that were omitted from this Solicitation. Please see location listings below.</p> <ol style="list-style-type: none"> 1. Behavioral Health Authority (DBH) 64 New York Avenue, NE 2nd and 3rd Floors, Washington, DC 20002 2. Saint Elizabeths Hospital (SEH) 1100 Alabama Avenue, SE Washington, DC 20032 3. Mental Health Services Division (MHSD) 35 K Street, NE Washington, DC 20002 4. Comprehensive Psychiatric Emergency Program-DC General Hospital Compound Building #14 1905 E Street, SE, Washington, DC 20003 5. Addiction, Prevention and Recovery Administration (APRA) 1300 First Street, NE, Washington, DC 20002 6. 821 Howard Road, SE, Washington, DC 20020 7. 300 Indiana Avenue, NW Washington, DC 20001 		

Question No.	RFP Section	Question/Comment
6	SECTION L.1.1	Contract Award
<p>DBH RESPONSE: Please Delete Sections L.1.1 in their entirety and replace it with the following:</p> <p>The District intends to award a single Contract resulting from this solicitation to the Lowest Responsive and Responsible Bidder.</p>		

Question No.	RFP Section	Question/Comment
7	SECTION L.3.1	Quotations Submission
<p>DBH RESPONSE: Email Quotations Submission shall not be accepted in response to this Solicitation. However, it is a Business Decision that shall be determined by the proposed Offeror as to how to submit their Quotations Submissions via Mail, Fed EX, UPS or Hand Delivery.</p>		

Question No.	RFP Section	Question/Comment
8		In the scope of work destroying of plastics, binders. What type of plastics and the volume (if have) of both binders and plastics?
<p>DBH RESPONSE: This information is not available.</p>		

Question No.	RFP Section	Question/Comment
9		What is the monthly volume for your non-paper materials (media)?
<p>DBH RESPONSE: This information is not available.</p>		



Question No.	RFP Section	Question/Comment
10	SECTION I.17	Order of Precedence

DBH RESPONSE:

Please Delete Sections I.17 and its subparts in their entirety and replace them with the following:

I.17.1 A conflict in language or any inconsistencies in this Contract shall be resolved by giving precedence to the document in the highest order of priority which contains language addressing the issue in question. The following sets forth in descending order of precedence documents that are hereby incorporated into this Contract by reference and made a part of the Contract:

I.17.2 Dixon Settlement Agreement dated September 8, 2011 in Dixon, et al. v. Gray et al., CA 74-285 (TFH) (Dixon Settlement Agreement) (Attachment J.2)

I.17.3 Wage Determination No. 05-2103, Rev. 14, dated July 25, 2014 (Attachment J.6)

I.17.4 Standard Contract Provisions for Use with District of Columbia Government Supply and Services Contracts, dated March 2007 (Attachment J.1)

I.17.5 Contract Sections A through J of this Solicitation RM-15-RFQ-024-BY4-MA. Contract attachments other than the SCP.

I.17.6 DBH Policies and Rules.

I.17.6 Request for Quotation submission dated: March 20, 2015

I.17.7 Request for Quotation dated March 2, 2015

This Contract, including incorporated documents, constitutes the entire agreement between the parties. All previous discussions, writings and agreements are merged herein and shall not provide a basis for modifying or changing this written contact.

Question No.	RFP Section	Question/Comment
11		Who is your current vendor?

DBH RESPONSE: This information is available by submitting a Freedom of Information Act (FOIA) Request.

Question No.	RFP Section	Question/Comment
12	Section B.4	Schedule B Pricing Sheets

DBH RESPONSE: Schedule B Pricing Sheets depicting the identified Quantities for this Solicitation for Line Items 001 through 009 pages 4-8 were omitted from this Solicitation. Please see Revised Schedule B Pricing Sheets attachment behind Amendment Four (4).



THE DISTRICT SHALL FURNISH RESPONSES TO ANY QUESTIONS SUBMITTED IN WRITING TO ALL PROSPECTIVE OFFERORS BY ISSUING ANOTHER ADMENDMENT TO THIS SOLICITATION IF NECESSARY.

Signed;

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

Amendment Number Four (4) is hereby acknowledged and is considered a part of the RFQ for Solicitation Number: **RM-15-RFQ-024-BY4-MA**. **All Correspondence or inquiries related to this Solicitation or any modifications shall be addressed to:**

Mr. Samuel J. Feinberg, CPPO, CPPB,
Director of Contracts and Procurement
Agency Chief Contracting Officer
64 New York Avenue, NE – 2nd Floor Washington, DC 20002
(202) 671-3188 Office; (202) 671-3395; Fax;
Samuel.Feinberg@dc.gov Email

Print or Type Name of Bidder

Title of Authorized Representative

Signature of Authorized Representative

Date

NAME OF CONTRACTOR AND/OR SERVICES – SHREDDING SERVICES BASE YEAR

ITEM NO	SUPPLIES/SERVICES	QTY	UNIT	UNIT PRICE	AMOUNT
<u>SCHEDULE B PRICING</u>					
This is a Firm Fixed Price Contract.					
The Period of Performance (POP) under this Contract shall be for a Base Year from Date of Award with Four (4) One Year Option Periods.					
0001	Bulk/MASS clean out (paper location: on-site)	280	per Pound	\$ _____	\$ _____
0002	Cardboard (location off site)	70	per Pound	\$ _____	\$ _____
0003	Hardcover books (location off site)	240	per Pound	\$ _____	\$ _____
0004	Pick-up charge (locations on site/off site)	240	per Pick-Up	\$ _____	\$ _____
0005	Routine Service or Call-in service single Flat Fee 96 Gallon Container	2,064	96 per Gallon	\$ _____	\$ _____
	Flat Fee for Executive Security Console	200	per Console	\$ _____	\$ _____
0006	Routine Service or Call-In Service Multiple Containers (sizes may vary) are used at the same location Flat Fee 96 Gallon Container	951	96 per Gallon	\$ _____	\$ _____
	Flat Fee for Executive Security Console	168	per Console	\$ _____	\$ _____
0007	Minimum stop charge	168	per Location	\$ _____	\$ _____
0008	Hard Drive Destruction	150	per Location	\$ _____	\$ _____
TOTAL VALUE OF CONTRACT					\$ _____
					NOT TO EXCEED
_____ Print Name of Contractor					
_____ Print Name of Authorized Person					
_____ Signature of Authorized Person					
_____ Title					
_____ Date					

NAME OF CONTRACTOR AND/OR SERVICES – SHREDDING SERVICES OPTION YEAR ONE (1)

ITEM NO	SUPPLIES/SERVICES	QTY	UNIT	UNIT PRICE	AMOUNT
<u>SCHEDULE B PRICING</u>					
This is a Firm Fixed Price Contract.					
The Period of Performance (POP) under this Contract shall be for a Base Year from Date of Award with Four (4) One Year Option Periods.					
0001	Bulk/MASS clean out (paper location: on-site)	280	per Pound	\$ _____	\$ _____
0002	Cardboard (location off site)	70	per Pound	\$ _____	\$ _____
0003	Hardcover books (location off site)	240	per Pound	\$ _____	\$ _____
0004	Pick-up charge (locations on site/off site)	240	per Pick-Up	\$ _____	\$ _____
0005	Routine Service or Call-in service single Flat Fee 96 Gallon Container	2,064	96 per Gallon	\$ _____	\$ _____
	Flat Fee for Executive Security Console	200	per Console	\$ _____	\$ _____
0006	Routine Service or Call-In Service Multiple Containers (sizes may vary) are used at the same location Flat Fee 96 Gallon Container	951	96 per Gallon	\$ _____	\$ _____
	Flat Fee for Executive Security Console	168	per Console	\$ _____	\$ _____
0007	Minimum stop charge	168	per Location	\$ _____	\$ _____
0008	Hard Drive Destruction	150	per Location	\$ _____	\$ _____
TOTAL VALUE OF CONTRACT					\$ _____
NOT TO EXCEED					
<hr/> Print Name of Contractor					
<hr/> Print Name of Authorized Person					
<hr/> Signature of Authorized Person					
<hr/> Title					
<hr/> Date					

NAME OF CONTRACTOR AND/OR SERVICES – SHREDDING SERVICES OPTION YEAR TWO (2)

ITEM NO	SUPPLIES/SERVICES	QTY	UNIT	UNIT PRICE	AMOUNT
<u>SCHEDULE B PRICING</u>					
This is a Firm Fixed Price Contract.					
The Period of Performance (POP) under this Contract shall be for a Base Year from Date of Award with Four (4) One Year Option Periods.					
0001	Bulk/MASS clean out (paper location: on-site)	280	per Pound	\$ _____	\$ _____
0002	Cardboard (location off site)	70	per Pound	\$ _____	\$ _____
0003	Hardcover books (location off site)	240	per Pound	\$ _____	\$ _____
0004	Pick-up charge (locations on site/off site)	240	per Pick-Up	\$ _____	\$ _____
0005	Routine Service or Call-in service single Flat Fee 96 Gallon Container	2,064	96 per Gallon	\$ _____	\$ _____
	Flat Fee for Executive Security Console	200	per Console	\$ _____	\$ _____
0006	Routine Service or Call-In Service Multiple Containers (sizes may vary) are used at the same location Flat Fee 96 Gallon Container	951	96 per Gallon	\$ _____	\$ _____
	Flat Fee for Executive Security Console	168	per Console	\$ _____	\$ _____
0007	Minimum stop charge	168	per Location	\$ _____	\$ _____
0008	Hard Drive Destruction	150	per Location	\$ _____	\$ _____
TOTAL VALUE OF CONTRACT					\$ _____
NOT TO EXCEED					
_____ Print Name of Contractor					
_____ Print Name of Authorized Person					
_____ Signature of Authorized Person					
_____ Title					
_____ Date					

NAME OF CONTRACTOR AND/OR SERVICES – SHREDDING SERVICES OPTION YEAR THREE (3)

ITEM NO	SUPPLIES/SERVICES	QTY	UNIT	UNIT PRICE	AMOUNT
<u>SCHEDULE B PRICING</u>					
This is a Firm Fixed Price Contract.					
The Period of Performance (POP) under this Contract shall be for a Base Year from Date of Award with Four (4) One Year Option Periods.					
0001	Bulk/MASS clean out (paper location: on-site)	280	per Pound	\$ _____	\$ _____
0002	Cardboard (location off site)	70	per Pound	\$ _____	\$ _____
0003	Hardcover books (location off site)	240	per Pound	\$ _____	\$ _____
0004	Pick-up charge (locations on site/off site)	240	per Pick-Up	\$ _____	\$ _____
0005	Routine Service or Call-in service single Flat Fee 96 Gallon Container	2,064	96 per Gallon	\$ _____	\$ _____
	Flat Fee for Executive Security Console	200	per Console	\$ _____	\$ _____
0006	Routine Service or Call-In Service Multiple Containers (sizes may vary) are used at the same location Flat Fee 96 Gallon Container	951	96 per Gallon	\$ _____	\$ _____
	Flat Fee for Executive Security Console	168	per Console	\$ _____	\$ _____
0007	Minimum stop charge	168	per Location	\$ _____	\$ _____
0008	Hard Drive Destruction	150	per Location	\$ _____	\$ _____
TOTAL VALUE OF CONTRACT					\$ _____
					NOT TO EXCEED
<hr/> Print Name of Contractor					
<hr/> Print Name of Authorized Person					
<hr/> Signature of Authorized Person					
<hr/> Title					
<hr/> Date					

NAME OF CONTRACTOR AND/OR SERVICES – SHREDDING SERVICES OPTION YEAR FOUR (4)

ITEM NO	SUPPLIES/SERVICES	QTY	UNIT	UNIT PRICE	AMOUNT				
<u>SCHEDULE B PRICING</u>									
This is a Firm Fixed Price Contract.									
The Period of Performance (POP) under this Contract shall be for a Base Year from Date of Award with Four (4) One Year Option Periods.									
0001	Bulk/MASS clean out (paper location: on-site)	280	per Pound	\$ _____	\$ _____				
0002	Cardboard (location off site)	70	per Pound	\$ _____	\$ _____				
0003	Hardcover books (location off site)	240	per Pound	\$ _____	\$ _____				
0004	Pick-up charge (locations on site/off site)	240	per Pick-Up	\$ _____	\$ _____				
0005	Routine Service or Call-in service single Flat Fee 96 Gallon Container	2,064	96 per Gallon	\$ _____	\$ _____				
	Flat Fee for Executive Security Console	200	per Console	\$ _____	\$ _____				
0006	Routine Service or Call-In Service Multiple Containers (sizes may vary) are used at the same location Flat Fee 96 Gallon Container	951	96 per Gallon	\$ _____	\$ _____				
	Flat Fee for Executive Security Console	168	per Console	\$ _____	\$ _____				
0007	Minimum stop charge	168	per Location	\$ _____	\$ _____				
0008	Hard Drive Destruction	150	per Location	\$ _____	\$ _____				
TOTAL VALUE OF CONTRACT					\$ _____ NOT TO EXCEED				
_____ Print Name of Contractor									
_____ Print Name of Authorized Person									
_____ Signature of Authorized Person									
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">_____</td> <td style="width: 50%; border: none;">_____</td> </tr> <tr> <td style="border: none;">Title</td> <td style="border: none;">Date</td> </tr> </table>						_____	_____	Title	Date
_____	_____								
Title	Date								

*** END OF SECTION B ***