



Administrative Office of the Courts

Operations Division

Questions/Responses No. 1 to the

Invitation for Bids

Project K21-0058-60

Maryland Judiciary Shredding Services

Ladies and Gentlemen:

The following questions for the above referenced RFP were received by e-mail and are answered and posted for all prospective Offerors. The statements and interpretations contained in the following responses to questions are not binding on the Maryland Judiciary unless the RFP is expressly amended. Nothing in the Maryland Judiciary's response to these questions is to be construed as agreement to or acceptance by the Maryland Judiciary of any statement or interpretation on the part of the Offeror asking the question.

Question 1: Instead of on call, can a monthly service be set up by location and be cancelled 3 Days or earlier before service by customer?

Response: No, shredding will be scheduled on an as-needed basis.

Question 2: Can On call service be routed the following week after notification by customer to provide scheduling/ packing time?

Response: Specs state that Contractor shall provide service no later than five (5) business days after notification by the District Court. (Section 2.3.9)

Question 3: Can COD's be provided with an invoice and or acceptable for Customer to pull certificate of destruction by portal after 30 days?

Response: Providing the Certificate of Destruction with invoice is acceptable. District Court employees shall also be given the option to use available (customer accessible) portals.

Question 4: Can On-site Shred Material be placed in a 95 Gallon lockable Bin provided by Vendor and kept at Customer Location? The individual courthouses decide if they want to order/rent bins from Contractor.

Response: Most of our locations in the past have used the Contractor's containers, but we cannot commit to renting a specific number of Contractor's storage containers. Contractor is also required to shred material stored in boxes.

Question 5: Are the Off-site Shredding containers need to have lids, weigh 50 LBS, manageable by one person, in good condition and stackable?

Response: Material for Off-site shredding will be in bins or boxes. You may note your firm's requirements in your bid response.

Question 6: Can the Contract Language be negotiated after contract pricing is accepted?

Response: No, contract language cannot be negotiated after award. Any exceptions to the terms and conditions must be noted in your bid response.

Question 7: Can current vendor background checks be used if service is already in use?

Response: No, District Court will conduct background checks in accordance with Section 2.6 of the solicitation.

Question 8: Can a Current Agreement be used if Service is already in use at a location.

Response: No.

Question 9: How is the funding calculated for the Blanket PO if no estimate of volumes are provided and if funding runs out do we stop the service until additional funding is added?

Response: Funding is based on estimated use (from historical data) and availability of funds. The Judiciary reserves the right to add additional funds, in case of increased usage.

Also, please reference Section 12 of the Standard Contract Agreement which gives the Judiciary the right to cancel agreement if the Maryland General Assembly fails to appropriate funds or if funds are not otherwise made available for continued performance.

Issued by Karen Hoang
Procurement Officer
May 20, 2021