



March 12, 2018

**Amendment One  
On-site Mobile Shredding Services  
IFB No. 2018-02**

The Public Procurement Review Board, on behalf of the State of Mississippi, seeks to establish a Preapproved Vendor List for On-site Mobile Shredding Services, and invites your bid.

The advertised closing date and bid opening date for the procurement (March 19, 2018) has been modified. The new bid package submission deadline is **Tuesday, March 20, 2018, 9:00 AM CST**; while the new bid opening date is **Tuesday, March 20, 2018, 10:00 AM CST**. This date change requires amendments to the following:

1. Section 3 has been amended as follows:

**Section 3 – Timeline**

Invitation for Bid Issue Date:	<b>February 12, 2018</b>
Questions and Requests for Clarification to PPRB Deadline:	<b>February 27, 2018, 5:00 PM CST</b>
Anticipated Posting of Written Answers to Questions:	<b>March 6, 2018, 5:00 PM CST</b>
Bid Package Submission Deadline:	<b>March <del>19</del>20, 2018, 9:00 AM CST</b>
Bid Opening:	<b>March <del>19</del>20, 2018, 10:00 AM CST</b>
Anticipated Date of the Notice of Intent to Award:	<b>March 27, 2018, 5:00 PM CST</b>
Anticipated Post-Award Debriefing Request Due Date:	<b>March 30, 2018, 5:00 PM CST</b>
Anticipated Post-Award Debriefing Held By Date:	<b>April 3, 2018, 5:00 PM CST</b>
Anticipated Protest Deadline Date:	<b>April 3, 2018, 1:00 PM CST</b>

2. Section 11.2.2 has been amended as follows:

**11.2.2** The original and one copy of the bid package shall be signed and submitted in a sealed envelope or package to 501 North West Street, Suite 1301, Jackson, MS 39201 no later than **9:00 AM CST, ~~Monday~~Tuesday, March ~~19~~20, 2018**. (*Also see, 11.2.4. and 11.2.12.*)

3. Section 11.2.4 has been amended as follows:

**11.2.4** The envelope or package shall be marked with the bid opening date and time, and the number of the IFB (10:00 AM CST, **~~Monday~~Tuesday, March ~~19~~20, 2018**; No. 2018-02).

4. Section 11.2.11 has been amended as follows:

**11.2.11** All bid packages must be received by PPRB no later than **9:00 AM CST, ~~Monday~~Tuesday, March ~~19~~20, 2018**. Bids submitted via facsimile (faxes) **will not** be accepted. It is suggested that if a bid is mailed to PPRB, it should be posted in certified mail with a return receipt requested. The only acceptable evidence to establish the date of mailing is the U.S. Postal Service postmark on the wrapper or on the original receipt from the U.S. Postal Service. If the postmark does not show a legible date, the contents of the envelope or package shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression, exclusive of a postage meter impression, that is readily identifiable without further action as having been supplied and affixed by the U.S. Postal Service on the date of mailing. Bidders should request postal clerks to place a hand cancellation postmark (often called a bull's eye) on both the receipt and the envelope or wrapper. PPRB will not be responsible for mail delays or lost mail.

5. Section 11.2.12 has been amended as follows:

**11.2.12 Sealed** bids should be mailed or hand-delivered to and labeled as follows:

**On-site Mobile Shredding Services Preapproved Vendor List**

**Bid No. 2018-02**

**Region:** \_\_\_\_\_

**Opening Date: 10:00 AM CST, ~~Monday~~Tuesday, March ~~19~~20, 2018**

**Mississippi Department of Finance and Administration**

**Office of Personal Service Contract Review**

**Attention: Catoria Martin**

**501 North West Street, Suite 1301**

**Jackson, Mississippi 39201**

**SEALED BID – DO NOT OPEN**

6. Attachment C, Bid Cover Sheet has been amended as follows:

Bids are to be submitted to the address as listed in Section 11.2.12 of this IFB, on or before **March ~~19~~20, 2018, 9:00 AM CST**.

The amended Attachment C is attached.

7. Section 7.2.5 has been added as follows:

**7.2.5 Contractor must provide an annual usage report to the PPRB detailing the contract numbers and total amounts associated with each agency contract until this preapproved vendor list expires.**

Please acknowledge receipt of Amendment One by returning it, along with your original bid, by **Tuesday, March 20, 2018, 9:00 AM CST**. This acknowledgment should be enclosed in your bid

packet following the submission instructions located in the IFB. **Failure to submit this acknowledgment may result in rejection of the bid.**

Company Representative: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT C – Amended 3/12/2018**

**BID COVER SHEET**

The Public Procurement Review Board, on behalf of the State of Mississippi, plans to develop a Preapproved Vendor List of Providers for On-site Mobile Shredding Services, and invites your bid.

On-site Mobile Shredding Services include three separate categories: (1) Purge Shredding-Per Pound; (2) Purge Shredding-Per Box/Container; and, (3) Scheduled Shredding. The Purge Shredding-Per Box will be available in the following sizes: standard copy paper box, banker/legal file box, 64 gallon container, and/or 96 gallon container. The Scheduled Shredding format will be available in the following three container sizes: 32, 64, and/or 96 gallon containers.

Services listed above will be provided by region. *See* map of regions in **Attachment A**.

Bids are to be submitted to the address as listed in Section 11.2.12 of this IFB, on or before **March 20, 2018, 9:00 AM CST**.

**Name of Company:** \_\_\_\_\_

**Quoted By:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Name and phone number of Company Representative to be contacted by Agencies seeking to contract for services pursuant to this IFB:** \_\_\_\_\_

<b>FEI/FIN # (if company, corporation, or partnership):</b>	
<b>SS# (if individual):</b>	

**In addition to providing the above contact information, please answer the following questions regarding your company:**

What year was your company started? \_\_\_\_\_

How many years and/or months has your company been in the business of performing the services called for in this IFB? \_\_\_\_\_

Please provide the physical location and mailing address of your company's home office, principal place of business, and place of incorporation. \_\_\_\_\_

Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please discuss the impact both in organizational and directional terms. \_\_\_\_\_

For how many customers has your company provided secured on-site mobile shredding services in the past two (2) years? \_\_\_\_\_

What is the largest (per pound/per container) customer your company has provided secured onsite mobile shredding services for in the past two (2) years? \_\_\_\_\_

Does your company provide e-waste destruction services? \_\_\_\_\_

Is your company a member in good standing of the National Association for Information Destruction (hereinafter "NAID") and/or an AAA-certified member in good standing of NAID? \_\_\_\_\_

Is your company licensed and/or certified to provide secured on-site mobile shredding services as required by any and all applicable federal and state law(s)? \_\_\_\_\_

List all licenses or permits your company possesses that are applicable to performing the services required in this IFB. \_\_\_\_\_

Describe any specific services which your company offers along with any specialized experience, certification, and/or education of your current staff. \_\_\_\_\_