



**ADDENDUM
CITY OF AUSTIN, TEXAS**

Solicitation: CRR0207

Addendum No: 2

Date of Addendum: 08/12/2016

This addendum is to incorporate the following changes to the above referenced solicitation:

I. Questions:

Q1: How many City departments will require shredding services?

A1: The City estimates that approximately 27 departments will require shredding services. The City reserves the right to add or remove additional departments as needed throughout the course of the contract.

Q2: How many bins and what size bins will each department need?

A2: The City estimates that six departments will have 5 different locations for pick up and the remaining 19 will have between 1-2 sites for pick up. Each site will require one bin. The sizes required for each location vary.

Q3: How many departments will require onsite shredding vs. offsite shredding?

A3: The City estimates 7 departments will want onsite shredding services only, with the majority of departments wanting offsite shredding services. Approximately 2-3 departments may require both services.

Q4: What is the expected frequency of pick up for offsite shredding and the frequency of onsite shredding for the City departments?

A4: The City estimates that 24 departments will want pick up service for offsite shred once per month, while approximately 3-4 departments may require pick up service twice per month.

Q5: On the bid sheet, what does the estimated annual quantity of 5,000 represent?

A5: This is an estimated annual quantity of pick up services. The bid sheet asks for the cost per pick up. The City is asking for pricing for two different services:

- 1) Monthly or bi-monthly pick up of bins (off site shred), charged by the pickup and size of the bin.
- 2) Monthly or bi-monthly onsite shredding service, charged by the pound.

II. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

APPROVED BY: Claudia Rodriguez
Claudia Rodriguez, Sr. Buyer
Purchasing Office, 512-974-3092

8/12/16
Date

ACKNOWLEDGED BY:

Name Authorized Signature Date

RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.