

STATE OF ALASKA

Department of Administration

Office of Procurement and Property Management



STATEWIDE SHREDDING SERVICES

RFP 2027-0200-0066 Statewide Shredding

Amendment #1

September 10, 2026

Important Note to Offerors: You must sign and return this page of the amendment document with your proposal. Failure to do so may result in the rejection of your proposal. Only the RFP terms and conditions referenced in this amendment are being changed. All other terms and conditions of the RFP remain the same.

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COMPANY SUBMITTING PROPOSAL

AUTHORIZED SIGNATURE

DATE

The purpose of this amendment is to address the following changes/additions/clarifications:

- A. The State received a protest of the solicitation on August 27, 2026. This Amendment addresses, in part, the points raised in the protest.**
- B. The due date for responses to this solicitation is extended to 4:30 p.m. Alaska Time, September 18, 2026.**
- C. Clarification: throughout the solicitation documents the words vendor, contractor, offeror, and prospective awardee are used interchangeably.**
- D. Update the cost proposal worksheet.**
- E. Provide answers to questions from potential offerors:**

Question 1:

Section 3.03 Deliverables, Item 2. Containers, Section g. - What type of removable labeling would the State departments want to place on our bins? Would they ensure that it would not cover any of our bin information labels (barcodes, what can and cannot be shredded, our phone number, name and logo)?

Answer: Removable labeling would be office instructions or similar, nothing that should impede the vendor's ability to perform services.

Question 2:

Section 3.17 Contract Personnel, Item 3. - Background checks: Are current 7-year (NAID compliant) background checks acceptable or are new background checks required to be pulled at the time of award?

Answer: NAID compliant background checks completed within the past 12 months (since September 1, 2025) are acceptable, otherwise new background checks are required. Adverse changes that are found in the three-year cycle for NAID compliance must be reported immediately to the OPPM contracting officer assigned to the awarded contract.

Question 3:

Regarding the number of pages for Submittal Forms C & E , can a few more pages be added to these two sections?

Yes, each submittal form page limit is hereby expanded to 6 pages. Additionally, pages related to images and the accompanying details of the containers available will not count against this threshold.

Question 4:

We do not offer bi-monthly or quarterly recurring bin pickup schedules as a standard service. Can this section be amended to reflect the pickup schedules that can reasonably be provided by the contractor?

Yes, Section 3.03 (j)(i)(2.) is amended as follows (deletions struck, additions underlined):

“Due to the varying agencies that may use the contract, different pick-up frequencies ~~are required~~ may be needed. At a minimum, the following frequencies are ~~required~~ requested for scheduled pickups and shredding:”

The State is not changing the requested frequencies in the proposal, but out of consideration of operational realities of prospective offerors these frequencies are requested for consideration, but not required.

Question 5:

The RFP already provides the agency with remedies, including the ability to discontinue services if performance issues persist. Can the mandatory 30% discount be removed or replaced with a reasonable rescheduling remedy?

Answer: Section 3.03 (j)(i)(5.) is amended as follows (deletions struck, additions underlined):

In the event that a scheduled pickup is unable to occur (staffing changes or shortages, broken equipment, ~~etc.~~ and any other impediments to service) the contractor must notify the scheduled agency with 24 hours’ notice when possible, and within 4 hours of knowing there is a likelihood of missing the scheduled pickup otherwise. This notice must be made via email to the agency contact and include a Cc to OPPM at DOA.OPPM.COE@alaska.gov. The contractor must then work with the agency to arrange a new pickup time to occur within ~~3~~ 5 business days of the normally scheduled pickup. If this is not possible for the contractor to accomplish, this must be communicated and ~~the ensuing pickup must receive a 30% discount. Weather disruptions and natural disasters are not subject to the 30% discount.~~ mutually acceptable arrangements made between the ordering agency and the contractor. Multiple failures to pick up in a timely manner, and/or failure to communicate when there are unscheduled changes to the service will be considered a failure to be in full compliance with the terms of the Contract.

Question 6:

Does the State intend to award separate geographic areas or regions or does a vendor need to be able to provide services in all areas to be responsive?

Answer:

The State reserves the right to issue multiple awards under this solicitation. Awards may be made to one or more responsive and responsible Offerors for each defined region. Regional awards will be based on the State’s assessment of the most

advantageous proposals for that specific geographic area, considering price, technical qualifications, capacity, and other evaluation factors identified in this RFP.

The State may determine that a single Offeror cannot adequately meet statewide needs or regional service requirements. In such cases, the State may award separate contracts for individual regions to ensure sufficient coverage and continuity of services. The State may also award contracts to multiple Offerors within the same region if doing so is determined to be in the State's best interest.

Offerors may submit proposals for one region, multiple regions, or all regions. The State may select different Offerors for different regions regardless of whether an Offeror submitted a statewide or multi-region proposal. The State's decision to make multiple awards, regional awards, or a combination thereof is final and made at the State's sole discretion.

Question 7:

Is current NAID certification a mandatory requirement for award or does compliance with applicable industry standards and secure shredding practices satisfy the requirement?

Answer: NAID certification is not mandatory, however it is required to receive the associated points. NAID certification is a widely accepted industry standard and includes many best practices including protections to the State for handling confidential materials. Non-NAID certified vendors that can demonstrate they have comparable 3rd party certification(s) may be considered for partial receipt of points. It will be the offerors responsibility to provide sufficient evidence of comparability.

Question 8:

Regarding 9-gallon container or a 16-gallon container, if we do not offer these sizes can we provide pricing for the 12.5-gallon, locking, personal deskside container we use?

Answer: Regarding the sizing of containers, the cost proposal has been adjusted to reflect the four most commonly used containers/sizes. Other sizing options that may be available should be included in the non-evaluated section below to be considered as options on any awarded contract. The State reserves the right to add additional sizing/options in the future based on industry changes and agreement by both parties.

Question 9:

How should we provide pricing if we shred based solely on weight?

Answer: Whereas pricing can be provided based on weight, this will only be acceptable for the non-evaluated pricing structure. It is expected that prospective offerors convert from a weight to a set price for 32 gallon bins, 64 gallon bins, and both standard and legal size banker boxes.

Question 10:

Is the 1.5% quarterly payment on total sales and service charges and the associated reporting requirements referenced in Section 3.26 negotiable?

Answer: No, this is a requirement in statewide contracts solicited through the Office of Procurement and Property Management (OPPM). These statewide contracts are made available and advertised by OPPM on their website to all governmental entities throughout the State, and as such save on administrative costs for those using entities and the vendor community that would otherwise need to respond to a greater number of solicitations. It is expected that this 1.5% and any associated costs will be built into the pricing as proposed, resulting in no loss to the vendor.

Question 11:

Can the State confirm that services may be conditioned upon receipt of the required authorization or documentation from the requesting State agency?

Answer: Yes, services may not be started until the appropriate ordering documents have been received from the requesting agency, regardless of the governmental level of the entity. This may be in the form of a delivery order (DO), purchasing order (PO), or other documents as appropriate. Any document provided by the offeror to be completed by agencies requesting services must be reviewed and approved for use by OPPM during the negotiation process, and if updated, approved by the assigned contracting officer at OPPM.

All other terms and conditions remain unchanged.