



ADDENDUM # 1

Original Notice of RFP Issued on: October 1, 2019

Response Due Date: Thursday, October 24, 2019 @ 2:00pm

October 9, 2019

To All Prospective Respondents:

The purpose of this addendum is to provide an answer to a question raised by a potential respondent.

Question # 1: Where are the boxes for destruction located at the Housing Authority?

Answer # 1: The boxes with documents to be destroyed are centrally located in two storage rooms in the basement at 180 John D. Wardlaw Way, Hartford, CT and an office at 15 Pavilion Street, Hartford, CT. The current Contractor has been scheduling the pick up at other locations the same day they are scheduled to do our monthly shredding service, in order to provide the Housing Authority a cost savings.

Question # 2: Will the boxes be staged so its easily accessible?

Answer # 2: The boxes are kept in a large storage room with easy access. The Housing Authority also has a temporary laborer assisting with the project, who has been assisting our current Contractor.

Question # 3: Where does the truck park to access the boxes?

Answer # 3: The Housing Authority has a parking area in the back of the building. There are double doors and the truck may park there to access the boxes. The IT Department will provide the selected Contract access to the building.

Question # 4: Will there be anyone available to assist the driver?

Answer # 4: Refer to question 2.

Question # 5: Will the Housing Authority require similar services next year?

Answer # 5: The Housing Authority does not anticipate the need for similar services next year.

Question # 6: How soon would the Housing Authority implement the shredding service?

Answer # 6: Once the Housing Authority has selected a Contractor, a Notice of Award will be sent and shortly thereafter a contract/purchase order will be issued for the services.

All other terms and conditions of the RFP remain the same.

Paula DeMaranville, Contracting Officer & Contract Manager
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