



May 22, 2025

SUBJECT: Request for Quotes (RFQ) 5-3992
"Confidential Document Destruction and Recycling Services"

Gentlemen/Ladies:

This letter shall serve as ADDENDUM No. 1 to the above RFQ issued by the Orange County Transportation Authority (OCTA). Firms are reminded quotes are due on or before 11:00 a.m., May 29, 2025.

Response to questions received from Firms submitted by May 13, 2025, deadline.

1. We would be interested in bidding for Document Destruction services, but I don't think the owner here would want to bid on recycling services. Would OCTA consider splitting the bids? One for document destruction and one for recycling services?

Answer: No.

2. We do not use 175-gallon bins. The location that needs that type of bin would they be willing to take 64-gallon bins?

Answer: No.

3. Why is OCTA requesting quote?

Answer: Our current contract is expiring.

4. Please confirm the service schedule is weekly (52 services per year) and not every two weeks (26 services per year). For reference, the 2020 quote was every two weeks. In many instances over the past few years, our bins would get full long before the scheduled bi-weekly pick-up. Is this an effort to prevent that?

Answer: Yes, the service schedule is weekly (52 services per year). in many instances over the past few years, our bins have been getting full long before the scheduled b-weekly pick-up. Yes, this is an effort to prevent that.

5. As NAID AAA Certification is widely recognized as the industry for secure document destruction, does OCTA consider it important to include this certification as a requirement or evaluation standard in this RFQ to ensure compliance with best practices in data security?

Answer: That is preferable.

6. The owner would like to know if Paper Depot's prices for the current contract are listed in the new bid proposal?

Answer: No.

*AFFILIATED
AGENCIES*

*Orange County
Transit District*

*Local Transportation
Authority*

*Service Authority for
Freeway Emergencies*

*Consolidated
Transportation
Service Agency*

*Congestion
Management
Agency*

Firms are reminded to acknowledge the receipt of this Addendum No. 1 on the "Quotation Form", Page 3 when quoting. All firms are advised that all changes addressed in Addendum No.1 shall be incorporated into the final Blanket Purchase Order.

Questions regarding this Addendum No. 1 should be directed to the undersigned at (714) 560-5610.

Sincerely,

Susan Rosenkranz

Susan Rosenkranz
Sr. Buyer
Contracts Administration and Materials Management