



**WASHTENAW COUNTY
FINANCE DEPARTMENT**

Purchasing Division

P. O. Box 8645, 220 N. Main, Ann Arbor, MI 48107-8645
Phone (734) 222-6760, Fax (734) 222-6764
www.purchasing.ewashtenaw.org

December 2, 2010

Amendment #1

RFP No. 6591

Title: Shredding Services for Various County Locations

Due Date: Thursday, December 9, 2010 at 4:00PM

This amendment is generated to clarify specifications on frequency of pick-ups, number and size of bins at locations. Please replace pages 10–13 with the attached “REVISED BID” pages.

This amendment and all pages **MUST** be included in the submission of the Request for Proposal #6591. Failure to do so could result in disqualification.

Any questions, contact Crystal A. Wake at (734) 222-6761
wakec@ewashtenaw.org.

Crystal A. Wake, C.P.M., CPPB
Crystal A. Wake, C.P.M., CPPB
Senior Buyer

cc: RFP 6591

REVISED BID SHEET

Pricing MUST include the following: Certificate of Destruction, Intent that destroyed materials will be recycled and the County is not responsible for sorting of paper or materials for destruction.

	DESCRIPTION	UNIT	PRICE	LOCATION	
A.	PAPER	per lb.	\$ _____	On-Site	
			\$ _____	Off-Site	
B.	Cardboard	per lb.	\$ _____	On-Site	
			\$ _____	Off-Site	
C.	Hardcover Books	per lb.	\$ _____	On-Site	
			\$ _____	Off-Site	
D.	Compact Disc, DVDs	per lb.	\$ _____	On-Site	
			\$ _____	Off-Site	
E.	Plastic	1. Reels	per lb.	\$ _____	On-Site
			\$ _____	Off-Site	
		2. Cassette tapes	per lb.	\$ _____	On-Site
			\$ _____	Off-Site	
		3. Film	per lb.	\$ _____	On-Site
			\$ _____	Off-Site	
F.	Pick-up Charge	per pick-up	\$ _____		
G.	Bin Charge	(27) Locking Tote	\$ _____	Capacity 350lbs	
		(13) Sentry Cabinet	\$ _____	100lbs	
		(5) Personal Sentry	\$ _____	45lbs	

REVISED BID SHEET

PICK-UP LOCATIONS

Contact for all Document Destruction will be Barry Joseph at (734) 222-3041
NO OTHER PERSONS ARE AUTHORIZED TO REQUEST DESTRUCTION

DEPARTMENT/DIVISION	101 E. Huron, Ann Arbor	
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Central Assignment	1 st Floor	Every 4 weeks
Friend of the Court	1 st Floor	Weekly
Probation	Basement	Every 2 weeks
Court Services	1 st Floor	Every 4 weeks
Probate Court	3 rd Floor	Every 4 weeks
Jury Clerks	1 st Floor	On Call
Courthouse	Basement	On Call

200 N. Main, Ann Arbor

Prosecuting Attorney	3 rd Floors	On Call
Prosecuting Attorney	4 th Floors	On Call
Vital Records	1 st Floor	On Call
Clerk – Administration	1 st Floor	On Call
Register of Deeds	1 st Floor	On Call
Treasurer	2 nd Floor	Every 4 weeks
Equalization	2 nd Floor	On Call
Elections Administration	1 st Floor	On Call

REVISED BID SHEET

PICK-UP LOCATIONS

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DEPARTMENT/DIVISION

110 N. Fourth, Ann Arbor

Public Defender	3 rd Floor	Every 4 weeks
Public Defender	Copy Room	Every 4 weeks
IT Office	1 st Floor	On Call
Support Services	2 nd Floor	On Call

220 N. Main St., Ann Arbor

Administration/BOC	1 st Floor	Every 4 weeks
Finance/Payroll/AP	1 st Floor	On Call
Corporation Council	1 st Floor	On Call
Human Resources	1 st Floor	Every 4 weeks
Purchasing	Basement	On Call

2270 Platt Rd., Ann Arbor

Juvenile Court	1 st Floor	On Call
Juvenile Division Pros. Atty.	1 st Floor	On Call
Trial Court Juvenile Division	1 st Floor	On Call

2201 Hogback Rd., Ann Arbor

Sheriff's - Records Division	1 st Floor	On Call
Sheriff's – Dispatch	Basement	On Call
Sheriff's – Jail	Basement	On Call

REVISED BID SHEET

PICK-UP LOCATIONS

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DEPARTMENT/DIVISION **4101 Washtenaw, Ann Arbor**

Community Corrections Every 4 weeks

304 Harriet St., Ypsilanti

ETCS/MI Works Weekly

ALL LOCATIONS LISTED BELOW ARE AN ON CALL BASIS.

Public Health – Adm.	2 nd Floor	<u>555 Towner I, Ypsilanti</u>
WCHO	2 nd Floor	<u>555 Towner II, Ypsilanti</u>
Children Services		<u>4125 Washtenaw, Ann Arbor</u>
HR/Professional Development	LRC	<u>4135 Washtenaw, Ann Arbor</u>
14A-1 District Court		<u>4133 Washtenaw, Ann Arbor</u>
14A-2 District Court 1 st Floor		<u>122 S. Main Street, Chelsea</u>
14A-3 District Court	1 st Floor	<u>415 W. MI Ave., Ypsilanti</u>
14A-4 District Court		<u>1000 N. Maple, Saline</u>
ETCS/Administration	4 th Floor	<u>301 W. MI Ave., Ypsilanti</u>
Western Service Center	1 st Floor	<u>705 N. Zeeb Rd., Ann Arbor</u>
14B District Court	1 st Floor	<u>7200 S. Huron River Dr, Ypsilanti</u>

ADDENDUM

Attach requested **A** through **G** to the balance of this RFP.