



SUPERIOR COURT OF CALIFORNIA COUNTY OF SAN MATEO

RECORDS SCANNING PROJECT QUESTIONS AND ANSWERS

The following are questions that have been submitted and corresponding answers. Please note the few clarifying answers to inconsistencies in the RFB and additional information provided.

1. Who is the current provider and what are the current rates?

RESPONSE:

Northern California Paper Recyclers, Inc.

Rates: 96 gallon carts \$35 per cart per pick up

Destruction of film, magnetic media (tapes, disks, etc.) are charged at \$ 0.30 per pound

Items not covered in either of the two categories listed above (e.g. items in boxes on pallets) are charged at \$0.07 per pound.

2. For the scheduled service, what is the frequency of service for the Court facilities listed on page 11 of the RFB?

RESPONSE:

Twice Monthly 1

Monthly 4

Every other month 4

The Court conducts a purge of court documents at our warehouse twice a year where boxes are placed on pallets for transport for destruction.

The Court is starting a project to scan court documents stored at the Court's records warehouse and will require destruction of the records once scanned (approximately 16,000 boxes). The scanning program will be over a span of 12-15 months. Please address your plan for facilitating such an ongoing large volume destruction program including any special pricing for such a project.

3. What is the total number of destruction containers needed for the scheduled service of the Court facilities listed on page 11?

RESPONSE:

Nine

4. What are the sizes of the containers?

RESPONSE:

- a) 96 gallon lockable 2 wheel carts
- b) lockable security console with interior nylon bag
Approximate size – 20”(W) x 20” (L) x 37” (Height)
- c) Ply-trux with lockable top (6 wheels)
Approximate size – 28 ½” (W) x 43 ½” (L) x 37 ½” (Height)
- d) Pallets to be provided for multiple box destruction

5. Do you have a specific format in which you would like to receive the pricing?

RESPONSE:

Please list containers that you have available for use in an office environment similar to the court and the associated cost for the service for each item. List also all other pricing for other items that your company may service. Please include any special pricing for one-time bulk records destruction, if any.

6. What is the due date for turning in proposals since there is a discrepancy in the RFB?

RESPONSE:

All hard copy proposals must be turned in by 3:00 PM on Friday, June 20, 2014 in the format as stated in the RFP.

They are to be delivered to:

Superior Court of California, County of San Mateo

ATTN: Timothy Gee, Court Finance Division

400 County Center, 4th Floor

Redwood City, CA 94063

Phone number: 650-261-5040

7. Additional Services

Please indicate if you provide service to the Sacramento area and what additional cost would be associated with periodic pick ups from Sacramento.