



July 27, 2026

SUBJECT: Invitation to BID 2026-018 *SHREDDING SERVICES*

MESSAGE: Please note and acknowledge the following changes or additions to be included in the referenced section(s) of 2026-018.

1. Appendix II – Pricing Matrix has been updated to reflect pricing columns for Bi-Monthly and Quarterly. It will be uploaded to DemandStar and our public website as Updated Appendix II - Pricing Matrix

Please complete the acknowledgement of this notice on the next page of this document and include it in your proposal response.

Sincerely,

William V. Spinelli, CPA
Chief Financial Officer

WVS/nrc

Enclosures

Updated Appendix II – Pricing Matrix



We do hereby acknowledge the information and/or changes described in
Amendment #1 to Invitation to BID 2026-018 SHREDDING SERVICES

PLEASE PRINT: Company Name: _____

By: _____

Title: _____

Date: _____

Signature: _____

(Signed Acknowledgment must be included with your Submission)

BID 2026-018 Shredding Services - Updated Appendix II - Pricing Matrix

Supplier's Name: _____

Service Category	Line No.	Service Type	Unit of Measure (per cubic foot, per bin, per item, etc)	Initial Term Service Price
Records Destruction	a.	Certified Shredding		\$ -
	b.	Physical Destruction (CD/DVD, Film, etc)		\$ -

Bin Size	Capacity Estimate	Weekly Service	Bi-weekly Service	Monthly Service	Bi-Monthly Service	Quarterly Service	Extra Pickup
Small Console Bin *	25-35 lbs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32 Gallon Bin	60-80 lbs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
64 Gallon Bin	120-140 lbs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96 Gallon Bin	180-220 lbs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Orient Road Jail (ORJ)

2.5.1 Due to facility requirements, the Orient Road Jail (ORJ) cannot store collection bins on-site for the duration of the contract. When shredding services are needed, an HCSO representative will contact the Awarded Supplier to request the delivery of ten (10) collection bins.

The Awarded Supplier shall deliver the bins and schedule an on-site shredding truck to service the filled bins within five (5) business days of the initial bin delivery. While the shredding truck is on-site, emptied bins may be refilled and returned for additional shredding as needed. Typical service volumes range from 10 to 25 bin tips/dumps per visit.

Following completion of the shredding services, the Awarded Supplier shall coordinate with the HCSO representative to retrieve the ten (10) collection bins within five (5) business days. This service is typically performed on a quarterly basis.

Qty	Bin Size	Capacity Estimate	10 Bin Drop Off	Per Bin Tip/Dump	10 Bin Pickup
10 Bins	96 Gallon Bin	180-220 lbs	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -

2.7.7 For consoles or collection containers that are not equipped with wheels, the Awarded Supplier shall provide all necessary equipment and labor to safely remove the contents, transport the materials to the on-site shredding truck for destruction, and return the emptied containers to their original location.