

**Superior Court of California
County of Santa Clara**

191 North First Street
San José, California 95113
(408) 882-2700



FINANCE / GENERAL SERVICES DIVISION

Date 5/22/2026

ADDENDUM # 1

Shredding Services

REQUEST FOR PROPOSAL (RFP) # 51326C

Item	Vendor Question (Q)	Official Court Response (A)
1	How much did the contract pay out the last year?	Sorry we can't provide that information
2	How often are the locations serviced and are any of them requesting/preferring regularly scheduled service?	The shredding services are not consistent. We are open to discussing scheduling options if it makes sense for the Court. We would like not to be charged for servicing empty bins but maybe onsite shredding would help with that.
3	Can shredding only be performed off site or is on-site shredding also an option?	On-site is an option, Please provide the cost and difference for off-site and on-site on your proposal.
4	How much advance notification is given prior to the date service is expected?	5-7 business days is acceptable. No more than 10 business days would be great.
5	How many purges do you anticipate taking place annually? Would it be loose paper or in boxes?	Our purging projects are not set. They are done as needed by operations. It's mainly loose paper in the secured shredding bins. But we do have some projects where we need boxes picked up of documents. Mainly with hard bound law books.
6	Point 2.6 mentions providing on-call services as needed. Is this intended for emergencies or for regular services?	We prefer on call services. Our bins are not full consistently. We are open to discussing scheduling options if it makes sense for the Court. We would like not to be charged for servicing empty bins but maybe onsite shredding would help with that.

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	For budgeting purposes, we would require a frequency of pickup.																																																																																																																																																																																																																																																													
7	Will any of the locations listed require escorting, and if so how many?	Yes. All our locations need an escort.																																																																																																																																																																																																																																																												
8	Who is your current provider? How often do they provide services?	Vital Records Control																																																																																																																																																																																																																																																												
9	How often do they provide services?	<p>We are on an on-call service. Our bins are not consistently full. Here are the last 13 months of our services per month at each location. The quantity of bins at each location is listed on the RFP</p> <table border="1"> <thead> <tr> <th></th> <th>25-May</th> <th>25-Jun</th> <th>25-Jul</th> <th>25-Aug</th> <th>25-Sep</th> <th>25-Oct</th> <th>25-Nov</th> <th>25-Dec</th> <th>26-Jan</th> <th>26-Feb</th> <th>26-Mar</th> <th>26-Apr</th> <th>26-May</th> </tr> </thead> <tbody> <tr> <td>32 Daggett Drive</td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td>190 W. Hedding Street</td> <td>1</td> <td></td> <td></td> <td></td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>191 N. First Street</td> <td></td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>301 Diana Ave</td> <td></td> <td></td> <td></td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>270 Grant Ave</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td></td> </tr> <tr> <td>840 Guadalupe</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td></td> <td></td> <td>1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>201 N. First Street-1st Fl-Clerk's Office</td> <td></td> <td>1</td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>201 N. First Street-2nd Fl-Drug</td> <td></td> <td></td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>201 N. First Street-2nd Fl-Grant</td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>201 N. First Street-3rd Fl-Probate</td> <td></td> <td>1</td> <td></td> <td></td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>201 N. First Street-4th Fl-Court Services</td> <td></td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>201 N. First Street-5th Fl-Court Room Services</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>201 N. First Street-6th Fl-Self Help</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>202 N. First Street-7th Fl-Self Help</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>201 N. First Street-8th Fl-HR</td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>201 N. First Street-8th Fl-Finance</td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>201 N. First Street-8th Fl-Executive</td> <td></td> <td></td> <td></td> <td>1</td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td></td> <td></td> </tr> </tbody> </table>		25-May	25-Jun	25-Jul	25-Aug	25-Sep	25-Oct	25-Nov	25-Dec	26-Jan	26-Feb	26-Mar	26-Apr	26-May	32 Daggett Drive	1										1	1	1	190 W. Hedding Street	1				1					1				191 N. First Street		1					1						1	301 Diana Ave				1					1					270 Grant Ave												1		840 Guadalupe							1			1				201 N. First Street-1st Fl-Clerk's Office		1	1						1	1				201 N. First Street-2nd Fl-Drug			1								1			201 N. First Street-2nd Fl-Grant					1								1	201 N. First Street-3rd Fl-Probate		1			1					1				201 N. First Street-4th Fl-Court Services		1							1					201 N. First Street-5th Fl-Court Room Services														201 N. First Street-6th Fl-Self Help							1							202 N. First Street-7th Fl-Self Help							1							201 N. First Street-8th Fl-HR					1									201 N. First Street-8th Fl-Finance					1						1			201 N. First Street-8th Fl-Executive				1	1						1		
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10	What is their current pricing for containers, boxes, and non-paper items, what is the frequency of their services?	Sorry we can't provide there pricing																																																																																																																																																																																																																																																												

Please note the bid due date remains the same.

We appreciate your participation in the solicitation process and thank you for your interest in doing business with the Court.

Sincerely,

Gillian Conroy

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San José, California 95113
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FINANCE / GENERAL SERVICES DIVISION



Collin Conroy
Procurement

cc: Ankita Agarwal