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| **BUREAU OF FISCAL SERVICES** **Procurement Unit** |  |  |

**Request for Information (RFI) 18-600**

**Downstate Shredding Services**

**THIS IS NOT A SOLICITATION**

March 25, 2019

The New York State Department of Taxation and Finance (the “Department” or “DTF”) is requesting qualified vendors to supply the Department with information pertaining to their capability of providing shredding services with special security requirements to the following locations:

**Metro Tech District Office**

15 Metro Tech Center, Brooklyn, NY 11201

**Queens District Office**

 80-02 Kew Gardens Rd., Kew Gardens, NY 11415

 **Long Island Regional Office**

 250 Veterans Memorial Highway, Hauppauge, NY 11788

 **Mid-Hudson District Office**

 44 South Broadway, White Plains, NY 10601

 **NYC Dept. of Finance**

 375 Pearl Street, 28th Floor, New York, NY 10038

This is a request for information only. This RFI is issued solely for information and planning purposes – it does not constitute a Request for Proposals (RFP) or a promise to issue an RFP in the future. Respondees are advised that the Department will not pay for any information or administrative costs incurred in response to this RFI. All costs associated with responding to this RFI will be solely at the respondees’ expense. Not responding to this RFI does not preclude participation in any future RFP, if issued.

**Timeline**

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| **Event** | **Date** |
| Issuance of RFI | March 26, 2019 |
| Deadline for Submission of Vendor Questions | April 2, 2019 |
| Department’s Response to Vendor Questions | April 9, 2019 |
| Vendor Response Due | April 16, 2019 |

**RFI Questions**

The vendor community will have an opportunity to submit written questions regarding this RFI. All questions regarding this RFI should be submitted via e-mail (preferred), fax or mail and should be received by the date specified in the timeline. Questions received after this date may not be responded to.

The Department will provide a written response to all questions received by the date specified in the timeline. Responses to Vendor questions will be posted on the Department’s Procurement website at:

<http://www.tax.ny.gov/about/procure/>

**NYS Department of Taxation and Finance Background**

The Department of Tax and Finance is accountable for procuring responsible shredding services of sensitive documents that could potentially contain confidential federal taxpayer information (FTI). The Department expects a monthly volume of 56 bins across the 5 locations, but the expected volume is not guaranteed and is subject to change at the Department’s discretion. Tax’s Metro Tech location requires a pick-up of an average of six (6) bins weekly. Tax’s Queens District Office requires a pick-up of an average of four (4) bins bi-weekly, Long Island Regional Office requires a pick-up of an average of five (5) bins bi-weekly, Mid-Hudson District Office requires a pick-up of an average of four (4) bins bi-weekly, and NYC Dept. of Finance requires a pick-up of an average of three (3) bins bi-weekly.

**Objective**

As Department paper documents may contain federal taxpayer information and NYS taxpayer information, all documents must be shredded in accordance to the IRS standards provided in IRS Publication 1075, *Tax Information Security Guidelines for Federal, State and Local Agencies.*

The vendor must be able to destroy paper using cross cut shredders which produce particles that are 1 mm x 5mm (0.04 in. x 0.2 in.) in size (or smaller), or pulverize/disintegrate paper materials using disintegrator devices equipped with a 3/32 in. (2.4 mm) security screen.

If shredding deviates from the above specification, FTI must be safeguarded until it reaches the stage where it is rendered unreadable through additional means, such as burning or pulping.

The Department prefers a certified NAID contractor.

The Department also prefers that the contractor provide off-site confidential shredding services at their secured facilities.

**RFI Response**

The Department is asking vendors to complete the attached RFI 18-600 fillable form and provide any additional applicable information that may help the Department during its research of these services. Please respond to this RFI by April 16, 2019. Be sure to provide the name, location, contact name, phone number and e-mail address for your company.

Your response to this RFI should be submitted via e-mail (preferred), fax or mail:

E-mail: bfs.contracts@tax.ny.gov

Fax: (518) 435-8413

Written Correspondence:

New York State Department of Taxation and Finance

Attn: Amber Alexander, Director

Procurement Services Unit

WA Harriman State Campus

Albany, NY 12227

A response does not bind or obligate the responder or the Department to any agreement of provision or procurement of any products referenced.

**RFI 18-600**

**Respondee Information**

Vendor Name: Click or tap here to enter text.

Location: Click or tap here to enter text.

Contact Name: Click or tap here to enter text.

Phone Number: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

1. Does the respondee have a valid / current certification from the National Association for Information Destruction (NAID)?                                               Yes [ ]  No [ ]
2. Can the respondee provide shredding services

 In accordance with IRS Publication 1075? Yes [ ]  No [ ]

1. Can the respondee provide off-site confidential shredding

services at the respondee’s secured facilities? Yes [ ]  No [ ]

1. Can the respondee provide shredding services

 to all five (5) locations listed in this RFI 18-600? Yes [ ]  No [ ]

If no, which location(s) can the responee provide services to? Click or tap here to enter text.