



STATE OF TENNESSEE
Central Procurement Office

INVITATION FOR BID # 32110-13727 AMENDMENT # 1 Shredding Services

DATE: September 16, 2025

ITB # 32110-13727 AS CONTINUATION TO RFI # 32110-13693 IS AMENDED AS FOLLOWS:

1. State responses to questions and comments in the table below amend and clarify this ITB.

Any restatement of ITB text in the Question/Comment column shall NOT be construed as a change in the actual wording of the ITB document.

QUESTION / COMMENT	STATE RESPONSE										
1. Should our company bid on this again and can you provide a reason why the bid was retracted?	See attached.										
2. Can you advise on why the bid award was pulled back?	See attached.										
3. While looking over this SWC_121_Evaluation_Model, this looks to be the same event, as named on Tab 1, Event # 32110-13596 SWC #121 Shredding Services, as we bid on earlier this year?	No, this is a new solicitation, ITB #32110-13727.										
4. We were looking over this and wondering if something fell through with the previously awarded vendor and if this is indeed the same one open for bids again?	See attached.										
5. So we don't make the same mistake, may I ask why it was cancelled? And it was awarded to Vital Records, correct?	See attached.										
6. Is this the same breakdown of regions & locations as the previous bid 32110-0000013596 earlier this year?	<p>An estimated number of locations for each region is below.</p> <table><tr><th>Region</th><th>Estimated Number of Locations</th></tr><tr><td>1</td><td>60</td></tr><tr><td>2</td><td>51</td></tr><tr><td>3</td><td>189</td></tr><tr><td>4</td><td>58</td></tr></table> <p>Please also refer to the Expected Annual Quantities listed per region in the Evaluation Model.</p>	Region	Estimated Number of Locations	1	60	2	51	3	189	4	58
Region	Estimated Number of Locations										
1	60										
2	51										
3	189										
4	58										
7. To confirm, can we bid on certain regions or locations without bidding on the entire state?	Yes, bids can be submitted for individual regions. Please refer to the Terms and Conditions Section 2.1.										

QUESTION / COMMENT	STATE RESPONSE
8. Also, I know we had asked earlier but could we ask why the previous bid was cancelled? We don't want to make the same mistake, and it was awarded to Vital Records, correct?	See attached.

2. **Delete RFI # 32110-13693, in its entirety, and replace it with ITB #32110-13727, attached to this amendment.** Revisions of the original ITB document are emphasized within the new release. **Any sentence or paragraph containing revised or new text is highlighted.**
3. **ITB Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFP not expressly amended herein shall remain in full force and effect.



May 19, 2025

Vital Records Holding LLC
5384 Poplar Ave. STE 500
Memphis, TN 38119

Email to:
hkannenwischer@vrcnetwork.com

RE: Termination of SWC 121 Shredding Services, Edison Contract
#87015

Dear Vital Records Holding LLC,

This letter is a cancellation notification of the contract listed below:

Contract Number:	87015
Title:	SWC 121 Shredding Services
Agency:	Department of General Services, Central Procurement Office
Category Specialist:	Ellen Lipinski
Reason for Cancellation:	Termination for Convenience
Contract Period:	May 19, 2025 to May 18, 2028
Cancellation Date:	June 19, 2025

This letter is to inform you that pursuant to Section 7.8. Contract Terms and Conditions, Termination for Convenience, the State is cancelling contract #87015. This termination is effective June 19, 2025.

If you have any questions regarding this matter, you may contact Elle Lipinski at 615-741-1174 or via email at Ellen.Lipinski@tn.gov.

Sincerely,

Ellen Lipinski
Services Team Lead
Central Procurement Office
615-741-1174
[Ellen Lipinski@tn.gov](mailto:Ellen.Lipinski@tn.gov)

CC: Mike F. Perry, Chief Procurement Officer
Shannon Mohundro, Deputy Chief Procurement Officer
Paul Krivacka, Lead Attorney & Director of Compliance
Laitin Beecham, Director of Category Management

Contract Termination Request

If the procuring State Agency determines that early termination of a contract is in the State's best interest, either for cause or convenience, then the State Agency head, or his or her designee, shall obtain the Chief Procurement Officer's approval to terminate the contract. The procuring State Agency shall notify the Contractor of the contract's termination only after it has obtained the Chief Procurement Officer's approval. Upload the completed document and route for approvals by selecting the Contract Termination Request e-Form in Edison. For additional guidance, please see the e-Forms Job Aid available online at the following: <https://www.teamtn.gov/cpo/learning-development/cpo-job-aids.html>.

APPROVED

CHIEF PROCUREMENT OFFICER

DATE

Agency request tracking #	T3-SWC121
1. Procuring Agency	Department of General Services, Central Procurement Office
2. Contractor	VITAL RECORDS HOLDING LLC
3. Edison contract ID #	87015
4. Agency contact information – name, e-mail address, and telephone #	Ellen Lipinski, 615-741-1174, Ellen.Lipinski@tn.gov
5. Contract's Effective Date	May 19, 2025
6. Contract's end date	May 18, 2025
7. Requested termination date	June 19, 2025
8. Contractual Basis for Early Termination – select termination option that will be exercised and confirm notice will be sent in accordance with any notice requirements included in the Contract terms.	<input type="checkbox"/> Termination for Cause <input checked="" type="checkbox"/> Termination for Convenience <input type="checkbox"/> Subject to Funds Availability <input type="checkbox"/> YES - Confirm that the written notice of termination will be sent to the Contractor in accordance with any notice requirements included in the Contract terms.
9. Justification	It has been decided that it's in the State's best interest to cancel contract #87015 with Vital Records Holding, LLC for convenience.
Signature of Agency head or authorized designee, title of signatory, and date (the authorized designee may sign his or her own name if indicated on the Signature Certification and Authorization document)	

