



Request for Proposals

Shredding Services for Forsyth County

**Proposals Will Be Received Until
12:00 Noon, Friday, April 20, 2018**

**By The City of W-S/Forsyth Co. Purchasing Department
In Room 324 City Hall Building
101 North Main Street
Winston-Salem, North Carolina**

ADVERTISEMENT FOR BIDS

Shredding Services for Forsyth County

Sealed proposals endorsed **Shredding Services for Forsyth County** to be furnished to Forsyth County will be received by the City/County Purchasing Department in Suite 324, City Hall Building, 101 North Main Street, Winston-Salem, N.C. **until 12:00 Noon, Friday, April 20, 2018**. To obtain the complete proposal document or receive instructions for submitting proposals contact Jerry Bates via email jerryjb@cityofws.org, phone 336-747-6939, or visit the Purchasing Department at same location from 8:00 A.M. to 5:00 P.M. Monday through Friday. The County reserves the right to reject any and/or all proposals, bids, to waive informalities in the bids, and to choose the bid that is in the best interests of the County.

Jerry Bates
Purchasing Director

This document IS NOT the complete proposal. To obtain the completed proposal specifications contact Jerry Bates via email jerryjb@cityofws.org, by phone 336-747-6939, or visit the Purchasing Department, City Hall Building, Suite 324, 101 North Main Street, Winston-Salem, NC during regular office hours.

INTRODUCTION:

This entire set of documents constitutes the RFP. The proposer must return the RFP with all information necessary to properly analyze the proposer's response in full, in the same numerical order in which it was issued. Proposer's notes, exceptions, and comments may be rendered on an attachment, provided the same format of this RFP text is followed.

RFP Response Submission

All proposals shall be returned in a sealed container or opaque envelope containing one original proposal (please mark document as original) showing original signatures and seals and two (2) printed copies of the complete proposal. Proposals must be submitted to the City/County Purchasing Department in Suite 324, City Hall Building, 101 North Main Street, Winston-Salem, NC, no later than **12:00 Noon, Friday, April 20, 2018.** **Late proposals will not be considered.** Submittals **will not be accepted by fax or electronic mail.**

The County will not be obligated for the expenses of any provider arising out of preparation and/or submittal of responses to this RFP. Any and all proposals to this RFP are to be prepared at the cost and expense of the respondents, with the express understanding that there may be no claims whatsoever for the reimbursement of any costs, damages, or expenses relating to this procurement from the County or any other party for any reason (including the cancellation of this RFP).

Proposals must be made in the official name of the individual, firm, or corporation under which the business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the business entity submitting the proposal.

All proposals should be complete and carefully worded and must convey all of the information requested by the County. If errors or exceptions are found in the proposal, or if the proposal fails to conform to the requirements of the RFP, the County will be the sole judge as to whether that variance is significant enough to reject the proposal.

Proposals should be prepared simply and economically. All data, materials, and documentation shall be available in a clear, concise form. The County reserves the right to reproduce proposals for internal use in the evaluation process.

Proposers are expressly forbidden from contacting any other County employee or Forsyth County elected official regarding this Request for Proposals. Any such outside contact may result in disqualification from the request for proposal process.

Proposer Questions and Inquiries

Proposer Questions and Inquiries relative to this RFP must be submitted **in writing only by 12:00 Noon, Thursday, April 12, 2018,** to Jerry Bates, City/County Purchasing Director, 101 North Main Street, Winston-Salem, NC 27101 or e-mail: jerryjb@cityofws.org (**Email is preferred**), Fax: (336) 727-2443. The County will provide written responses to all inquiries received by this date, and responses will be made available to all recipients of this RFP. Any oral responses made by any representative of the County may not be relied upon. Any supplements or amendments to this RFP will be in writing and furnished to potential bidders.

► All proposals should include a signed acknowledgement of any addendums issued.



REQUEST FOR PROPOSAL SHREDDING SERVICES

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Purpose of Specifications:

The County of Forsyth is seeking proposals for recurring shredding services of confidential and protected records for various County locations.

General Conditions:

- 1) All pages of the bid packet proposal must be completed and returned in their entirety to constitute a complete bid.
- 2) In order for a bid to be considered complete, vendors must be able to supply all items in the bid package. In addition, all requested information in the bid package must be completed and returned in its entirety to constitute a complete bid.
- 3) Contract Period: The services of the Provider shall begin on or about July 1, 2018, and continue for three (3) one (1) year periods provided that either party shall have the right to terminate the Agreement for services upon (30) thirty days' notice in writing to the other party. A detailed project implementation schedule is below:

| | |
|------------------------|-----------------------------------|
| RFP Release Date | April 2, 2018 |
| Deadline for Questions | 12:00 Noon, April 12, 2018 |
| RFP's Due | 12:00 Noon, April 20, 2018 |
| Contract Executes | June 15, 2018 (subject to change) |
| Work Start Date | July 1, 2018 |

- 4) Default and Termination: Contractor may be found in default of contract if services are not performed to the degree of quality and frequency so stated herein. The County may then terminate the contract and award to the next lowest bidder.
- 5) Basis of Award: Bid will be awarded to the vendor with the lowest net cost to the County who meets or exceeds all specifications. The County reserves the right to reject any and all bids.
- 6) Invoicing Instructions: Send one invoice each month with breakdown of services by Building. Send invoices to: Forsyth County Property Management 201 N. Chestnut Street, Winston-Salem, NC 27101
- 7) Taxes:
 - A. Federal: Forsyth County is exempt from Federal Excise Taxes. The County will issue Federal Excise Exemption Certificates or Bureau of Internal Revenue Tax Exception Number only upon request of the contractor. Issuance of the certificate does not mean that the contractor is entitled to a tax refund. All requests for refunds are to be handled by the contractor. The County will not guarantee any Federal Tax refunds to the contractor.
 - B. State: Applicable North Carolina Sales and Use Taxes are NOT to be shown on bids, but are to be added to invoices as a separate item.
- 8) All bids must be firm and not subject to increase. Per bin price must include any applicable fuel or miscellaneous charges.
- 9) The unit price as well as total price for each item must be listed for purposes of individual evaluation.

- 10) Forsyth County reserves the right to hold bids open for a period of sixty (60) days after bid opening before making awards.
- 11) No special inducements will be considered that are not a part of the original bidding document.
- 12) **BID DEPOSIT REQUIREMENTS:** BID DEPOSIT NOT REQUIRED FOR THIS BID.
- 13) **PERFORMANCE BOND REQUIREMENTS - NOT REQUIRED FOR THIS BID.**
- 14) Pursuant to N.C.G.S. Chapter 55 Article 15 entitled Foreign Corporations, the successful bidder must have on file with the Secretary of State of the State of North Carolina a Certificate of Authority to transact business in this state.

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Detailed Specifications:

- 1) Contractor shall provide secure shredding services to the following locations on a recurring basis as shown below:

| Department / Division | Location | Floor | Number of Locked Bins | Frequency |
|----------------------------------|------------------------|---------|-----------------------|-----------|
| Forsyth County Government Center | 201 N. Chestnut Street | LL | 3 | Weekly |
| | | 1 | 5 | Weekly |
| | | 2 | 4 | Weekly |
| | | 3 | 4 | Weekly |
| | | 4 | 3 | Weekly |
| | | 5 | 5 | Weekly |
| Department of Social Services | 725 N. Highland Avenue | G | 4 | Weekly |
| | | 1 | 4 | Weekly |
| | | 2 | 2 | Weekly |
| | | 3 | 2 | Weekly |
| | | 4 | 2 | Weekly |
| | | 5 | 2 | Weekly |
| Public Safety Center | 301 N. Church Street | P2 | 2 | Weekly |
| | | P1 | 2 | Weekly |
| | | 1 | 4 | Weekly |
| | | 2 | 4 | Weekly |
| Community Corrections | | 3 | 3 | Bi-weekly |
| ***Hall of Justice*** | 200 N. Main Street | Various | | |
| Juvenile Justice | | | 2 | Weekly |
| District Court | | | 1 | Weekly |
| Superior Court | | | 1 | Weekly |
| Clerk of Court, Civil | | | 2 | Weekly |
| Clerk of Court, Child Support | | | 1 | Weekly |
| Clerk of Court, Foreclosures | | | 3 | Weekly |
| Clerk of Court, Crim. Records | | | 2 | Weekly |
| Clerk of Court, Crim. Superior | | | 1 | Weekly |
| Clerk of Court, Juvenile | | | 2 | Weekly |
| Clerk of Court, Mental | | | 1 | Weekly |

| | | | | |
|----------------------------------|--------------------------|--------|---|-----------|
| Clerk of Court, Bookkeeping | | | 2 | Weekly |
| Clerk of Court, Administration | | | 1 | Weekly |
| District Attorney | | | 2 | Weekly |
| Public Defender's Office | 102 W. Third St., #300 | 3 | 2 | Weekly |
| Law Enforcement Detention Center | 301 N Church Street | Dock | 4 | Weekly |
| Animal Control | 5570 Sturmer Park Circle | Dock | 2 | Bi-weekly |
| Cleveland Avenue Dental Center | 501 N Cleveland Ave | | 1 | Bi-weekly |
| Public Health | 799 North Highland Ave | 1 | 3 | Weekly |
| | | 2 | 3 | Weekly |
| Public Health- Pharmacy | 725 N Highland Ave | 1 | 2 | Bi-weekly |
| Safe on Seven | 725 N Highland Ave | Ground | 1 | Bi-Weekly |
| EMS | 911 E 5th Street | | 2 | Bi-weekly |

- 2) The above locations, bin counts, and frequency of pickups are estimates and are subject to change. A certificate of destruction must be provided for each location per pickup.
- 3) Contractor shall provide containers for storing material to be shredded; containers are to be 95 gallon rolling containers with locks.
- 4) County will not be responsible for sorting paper or materials for destruction. Vendor will be responsible for bin placement, removal, and replacement.
- 5) Vendor personnel will be required to pass additional background screening, at Vendor's expense, to service secure County locations such as the Hall of Justice, Law Enforcement Detention Center and Public Safety Center. Vendor will assure adequate staff are screened as fill-ins should the primary driver not be available.
- 6) Only authorized representatives of Forsyth County General Services, Property Management Division, will be authorized to change, alter, or otherwise modify shredding bin pickups, locations, and frequencies.
- 7) Additional mandatory requirements:

| Requirement | Vendor Can Comply | Vendor Cannot Comply |
|--|--------------------------|-----------------------------|
| 1) All document shredding including scheduled service and additional purges must be destroyed offsite within 24hrs of pickup. | | |
| 2) Vendor must be able to service all locations per a schedule pre-determined by FC (projected schedule provided above). Vendor cannot alter the schedule without written consent of FC per #5. | | |
| 3) Vendor must be able to service all locations listed above on the same business day. The Vendor can determine the day of the week based on their available personnel and equipment. Once a day is selected the Vendor is required to adhere to that day on a weekly/bi-weekly basis. | | |
| 4) Vendor must supply all personnel, labor, and equipment to perform shredding services | | |
| 5) Vendor must have the capability for flexible invoicing that will allow for central billing, to the County directly, or any combination thereof. | | |

| | | |
|---|--|--|
| 6) Vendor must present a certificate of destruction for services performed to FC General Services representative after each pickup (may be sent electronically). | | |
| 7) Company personnel working on-site must be uniformed, bonded, and perform all services as according to all applicable laws, ordinances, rules and regulations. | | |
| 8) Vendor shall add additional bins if needed during the contract period at the same contract cost. Vendor shall also delete/remove bins at the request of FC if needed without altering the bid price per bin. | | |
| 9) Vendor shall provide FC with a single point of contact for the duration of contract that is capable of making decisions on behalf of the company as it relates to this contract. | | |
| 10) Vendor must be able to document experience servicing contracts that have at least 30 bins on a regularly scheduled basis | | |

- 8) Vendor will supply to the County a projected implementation schedule that will detail how Vendor will supply the above services to the County including a projected timeline, how Vendor will prepare and what steps will be taken to ensure a smooth transition. Discuss any and all types of scheduling, planning or consultations your company will use during implementation.
- 9) Vendor to supply prices for shredding service, per bin, based on the above projected schedule. Vendor is to also include pricing, per bin, for onsite and offsite call out of "purge" services (pricing summary on page #9). Vendor should include any additional costs related to their providing of shredding services, such as fuel surcharges, in the per bin charge.
- 10) The County shall be the sole judge concerning the merits of products, materials, and/or services(s) provided in accordance with specifications set for in bid solicitation, or if it is determined the contractor is operating in violation of the Forsyth County Health Department, federal, state and local applicable laws and ordinances. No consideration shall be given for failure to perform properly.
- 11) Contractor agrees to save and hold harmless and to indemnify the County of Forsyth against any and all liability, losses, claims or costs of whatever kind of nature for any occurrence or accident in connection with or in the performance of any work or services pursuant to awarded bid, whether to property or to persons.
- 12) The Provider shall maintain, at his/her sole expense, the required minimum insurance coverage as outlined in the attached "Exhibit A".
- 13) The names and addresses, including telephone number and person to contact, of three local Forsyth County area clients similar in size and type to the Forsyth County facilities and not less than one year under contract shall be furnished with bid submission.
- 14) The bidder must also submit a Qualification of Bidder Form with bid, identifying the individual, partnership or corporation submitting the bid, along with other information outlined on the form. This information must be on the form attached hereto. Failure to submit the above form, etc., shall be grounds for disqualification of the bidder.
- 15) By submitting a bid, bidder acknowledges that it is willing to execute the attached Forsyth County SPA (attached as "Exhibit A") with little to no changes. Any provider furnished agreements will need to be attached as exhibits to the County's SPA.

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