



**Clark County Department of Job & Family Services
By and through the authority of the Board of Clark County Commissioners**

REQUEST FOR QUOTES
23-RFQ-05

FOR: Document Shredding Services
RELEASE DATE: Wednesday, January 25, 2023
RESPONSES DUE: Thursday, February 9, 2023 at 2:00 p.m.

The Board of Clark County Commissioners ("Board") is seeking quotes and intends to award a vendor with a single contract to provide secure document shredding services for Clark County Department of Job & Family Services ("Department") buildings. Department will administer the contract once executed by all parties. Interested vendors are required to follow the procedures outlined below. A sample contract can be viewed online ([click here](#)). There will be no changes to the contract unless agreed upon by all parties. Board reserves the right to reject any or all quotes or to waive any defect in a quote which does not materially alter the contract document.

SCOPE of WORK: Department is requesting pricing for secure document collection and shredding services. Department will contract with one vendor to provide the services.

CURRENT SPECIFICATIONS:

1. Department currently utilizes nine (9) containers:
 - a. Two (2) Standard Containers – hold 50 lbs each,
 - b. Two (2) 96 Gallon/360 Liter,
 - c. Five (5) 64 Gallon/240 Liter;
2. All containers are currently emptied once every two weeks.

Vendor may propose alternate sizes and pick-up schedules, so long as the specifications meet Department's needs. Size and location modifications are subject to Department's prior written approval. If vendor proposes alternate products, it is recommended that vendor include pricing for both the alternates and the same or similar containers listed above, in the event vendor's proposed container sizes will not meet Department's needs based on available space.

VENDOR REQUIREMENTS:

The selected vendor must:

1. Provide containers for Department to collect documents in its buildings;

- a. Vendor must furnish and maintain all receptacles,
 - b. Collection receptacles shall remain on Department's property for use for duration of contract;
 - c. All units must remain locked at all times,
 - d. Department shall retain at least one (set of) key(s) to have the ability to unlock the bins if necessary;
2. Allow for additional material that occasionally cannot fit into provided bins to be picked-up and shredded during normal pick-ups;
3. Allow for scheduling of large document collections to be picked-up and shredded outside of the normal bins and/or pick-up schedule;
4. Be adequately insured (insurance requirements are outlined on page 6 of the response forms, below).

PRICING: No costs other than those specified in vendor's quote will be paid by Department unless agreed to in writing in advance of services being completed.

EVALUATION AND CONTRACT AWARD: Quotes will be evaluated, and contract will be awarded to the vendor who is the most responsive and responsible bidder to perform the requested service, and therefore most advantageous to the Board. Department will also ensure that the selected vendor has provided complete quote information in the response sheet below including the required response forms and ability to meet Board Insurance requirements. A potential vendor's failure to address all items in the response sheet and return complete, required forms may result in rejection. Only Board has the authority to bind Department into a contract.

INQUIRIES: Vendors shall contact the Department at Clark_Contract_Development@jfs.ohio.gov with any questions regarding this request for quotes. The subject line of the email must read "Document Shredding Services," in order to ensure a timely response to all questions. Department reserves the right to disregard any questions that are not properly or timely submitted. Any questions or answers deemed to be material to all vendors will be posted on the Department's website. It is the responsibility of all vendors to review the Department's website prior to submitting their proposal.

CONTRACT TERM: Two-year initial term upon execution by Board and up to two (2) optional one-year extensions by and through written amendment executed by, and at the discretion of, Board. The optional extension will be dependent upon available fund, total cost of contract, and performance.

INSURANCE REQUIREMENTS: Interested vendors will be expected to meet Board insurance requirements in order to be considered an eligible vendor.

BUSINESS REFERENCES: Interested vendors' quotes shall include a list of at least three (3) companies or organizations with which it has had contracts to provide like services within the past two (2) years. This list shall include the name and phone number of a contact person who is familiar with the vendor's job performance. Neither Department nor Board may be used as a reference. There is a limit of one (1) reference from any other Clark County government agency or department (including Utilities, Courts, Sheriff, etc.). Board may verify the vendor's experience based upon the list of business references submitted and any other sources which Board deems appropriate.

DEMONSTRATION OF EXPERIENCE: All interested vendors shall submit with their quotes, demonstration of previous experience in delivering this, or similar, services. Vendors shall include descriptions and examples of up to three (3) similar projects or contracts completed in the past five (5) years that demonstrate appropriate experience. Examples can be from the same projects for which business references are provided.

HOW TO SUBMIT A QUOTE: Please print a copy of the response sheet and included forms listed below, and completely fill in all sections. The forms can be completed electronically and then printed for signature or printed and completed by hand. Vendor may attach other sheets, if necessary, to fully provide information regarding quote and scope of work. Board prefers quote and response sheet submissions in electronic format. The electronic copy can be PDF, or Word, or other formats that are compatible with Microsoft Office. All completed forms are to be sent via e-mail to Clark_Contract_Development@jfs.ohio.gov **on or before 2:00 p.m. on Thursday, February 9, 2023**. For vendors not capable of providing their quote and response sheets electronically, please contact the e-mail box listed above for additional instructions.

Department requires four (4) forms (attached) that need to be completed and submitted along with the quote. In addition to these forms, Department requires a valid Bureau of Worker's Compensation certificate. These forms can be completed electronically and printed for signature or printed and completed by hand. Forms and related contract documents can be found on the Department's website by clicking [Related Documents](#). They are as follows:

- Form 8.2 Campaign Contribution Declaration
- Form 8.3 Bidders Personal Property Statement
- Form 8.5 Certification of Compliance with County Insurance Requirements
- Form 8.6 Non-Collusion Bid Affidavit

The following pages are required by Department

DOCUMENT SHREDDING SERVICES REQUEST FOR QUOTES
23-RFQ-05
RESPONSE SHEET

NAME OF VENDOR:

CONTACT INFORMATION (include name, address, email address, and phone number):

VENDOR'S FEDERAL TAX ID NUMBER:

NUMBER OF YEARS IN BUSINESS:

THREE PROFESSIONAL REFERENCES (include address, email address and phone):

1.

2.

3.

DEMONSTRATION OF EXPERIENCE (attach additional pages, if necessary):

PRICING: Vendor shall indicate pricing for all categories specified below. No costs other than those specified in vendor's proposal will be paid by Department unless agreed to in writing in advance. *Attach additional sheets as necessary to provide accurate information about how your company will fully meet the specifications and provide all services requested by Department.*

TOTAL COST OF SERVICES (must be all-inclusive to fully provide the scope of work stated in the request for quotes):

| Description | Cost Per Container/Tote | Total Cost per Month |
|--|-------------------------|----------------------|
| Standard Container (holds at least 50 lbs. each) | | |
| Medium Tote (64 Gallon/240 Liter) | | |
| Large Tote (96 Gallon/360 Liter) | | |
| Fuel Costs | | |
| Other: i.e. Extra Material Pricing. Provide detailed description. | | |

**AFFIDAVIT IN COMPLIANCE WITH SECTION 3517.13
OF THE OHIO REVISED CODE**

STATE OF OHIO

COUNTY OF _____ SS:

Personally appeared before me the undersigned, as an individual or as a representative of

_____ for a contract for _____
(Name of Entity) (Type of Product or Service)

to be let by the County of Clark, who, being duly cautioned and sworn, makes the following statement with respect to prohibited activities constituting a conflict of interest or other violations under Ohio Revised Code Section 3517.13, and further states that the undersigned has the authority to make the following representation on behalf of himself or herself or of the entity (corporation, business trust, partnership, other unincorporated business [including labor unions], association [including professional associations], estate, or trust):

1. That none of the following has individually made within the previous 24 months and that, if awarded a contract for the purchase of goods or services in excess of \$10,000 (aggregated) in a calendar year, none of the following individually will make, beginning on the date the contract is awarded and extending until one year following the conclusion of the contract, as an individual, one or more campaign contributions (on or after April 4, 2007) totaling in excess of \$1,000, to any member of the Clark County Board of Commissioners or their individual campaign committees:

- a. myself;
- b. any partner or owner or shareholder of the partnership (or other unincorporated business);
- c. any shareholder of the association;
- d. any administrator of the estate;
- e. any executor of the estate;
- f. any trustee of the trust;
- g. any owner of more than 20% of the corporation or business trust (if applicable);
- h. each spouse of any person identified in (a) through (c) of this section;
- i. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (g) of this section (only applicable to contributions made on or after January 1, 2007).

2. That none of the following have collectively made within the previous 24 months, and that, if awarded a contract for the purchase of goods or services in excess of \$10,000 (aggregated) in a calendar year, none of the following collectively will make, beginning on the date the contract is awarded and extending until one year following the conclusion of the contract, one or more campaign contributions (on or after April 4, 2007) totaling in excess of \$2,000, to any member of the Clark County Board of Commissioners or their individual campaign committees:

- a. myself
- b. any partner or owner or shareholder of the partnership (if applicable);
- c. any shareholder of the association;
- d. any administrator of the estate;
- e. any executor of the estate;
- f. any trustee of the trust;
- g. any owner of more than 20% of the corporation or business trust (if applicable);
- h. each spouse of any person identified in (a) through (c) of this section;
- i. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (g) of this section.

Signature: _____

Title: _____

Sworn to before me and subscribed in my presence this _____ day of _____, 2023

Notary Public: _____

My Commission Expires: _____

CERTIFICATION OF COMPLIANCE WITH COUNTY INSURANCE REQUIREMENTS

The following is a list of required insurance policies:

- a. Worker's Compensation Insurance as required by Ohio law and any other state in which work will be performed, or letter of exemption.
- b. Commercial General Liability Insurance for a minimum of \$1,000,000 per occurrence with an annual aggregate of at least \$2,000,000, including coverage for subcontractors, if any are used.
- c. Umbrella or Excess Liability* insurance (over and above Commercial General Liability and Auto Liability) with a limit of at least \$2,000,000.
- d. Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work of Clark County, or its departments, with limits of at least \$1,000,000 Combined Single Limit.
- e. "The Board of Clark County Commissioners" must be named as "Additional Insured" on the policies listed in paragraphs b, c, and d above, as well as the Certificate Holder on all Certificates of Liability insurance.
- f. ***To be added if professional liability or error and omissions insurance is applicable to Contract:***
Professional liability or errors and omissions insurance for a minimum of \$1,000,000 per incident.
- g. ***To be added if contract deals with children:*** Liability coverage for abuse and molestation in the amount of \$1,000,000 per occurrence and \$2,000,000 annual aggregate.

*Note: Umbrella/Excess Liability coverage may be waived if the following limits are carried for Commercial General Liability and Auto Liability:

1. Commercial General Liability Insurance for a minimum of \$3,000,000 per occurrence with an annual aggregate of at least \$4,000,000, including coverage for subcontractors, if any are used.
2. Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work of Clark County, or its departments, with limits of at least \$3,000,000 Combined Single Limit.

I, _____, certify that I have reviewed the above insurance requirements, and:

(____) I certify that as an individual/company/organization submitting a proposal, I am able to meet the above insurance requirements.

OR

(____) I am not able to meet the above insurance requirements, and would like to request a waiver of the following policies:
_____.

The insurance policies currently held by this individual/company/organization are:

_____. A copy of the current insurance policies is attached.

Signed:

Date

Printed Name, Title

NON-COLLUSION AFFIDAVIT

STATE OF _____)

SS:

COUNTY OF _____)

_____, being first duly sworn, deposes and says
that he/she is

(NAME)

_____ for _____,
(POSITION) (COMPANY NAME)

the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Clark County Commissioners or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

AFFIANT

Sworn to and subscribed before me, a Notary Public, on this _____ day of _____, 2023.

NOTARY PUBLIC

My commission expires _____, _____

BIDDER'S PERSONAL PROPERTY TAX STATEMENT

(See Section 5719.042, O.R.C.)

STATE OF _____)

ss:

COUNTY OF _____)

I, _____, having been duly sworn, state that I am competent to testify to the following:

(COMPLETE APPLICABLE STATEMENT)

() On _____, I submitted a bid to Clark County, Ohio, to provide the County with _____. On said date, I owed no personal property tax to the Clark County Taxing District, and, after checking with said District, I have personal knowledge that I have not been charged with having any delinquent personal property tax owed to said District.

OR

() On _____, I submitted a bid to Clark County, Ohio, to provide the County with _____. I presently am delinquent in the payment of personal property tax to the Clark County Taxing District, and, after checking with said District, I have personal knowledge that my name appears upon the records of said District as delinquent in the payment of personal property tax as follows:

owed in delinquent taxes, and _____ owed as penalties assessed against said delinquency. As part of the consideration for a contract to perform the above stated bid, I hereby agree that this form be incorporated into said contract to perform work, and further agree that proceeds from said contract shall be paid to Clark County Taxing District in the amount of said delinquent tax and said assessed penalty prior to any payments being made to the bidder or other person under the contract.

DATE

BIDDER

Sworn to and subscribed before me, a Notary Public, on this _____
day of _____, _____.

NOTARY PUBLIC

My commission expires _____, _____