Request for Quote

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
ONE CAPITOL HILL
PROVIDENCE RI 02908

CREATION DATE : 06-FEB-12
BID NUMBER: 7449462
TITLE: ON-SITE SHREDDING SERVICE FOR THE DEPT. OF HUMAN SVCES. & OTHERS

BLANKET START : 01-APR-12
BLANKET END : 30-JUN-14
BID CLOSING DATE AND TIME:24-FEB-2012 11:15:00

BUYER: Cowell Jr., John A
PHONE #: 401-574-8114

BILL TO
MASTER PRICE AGREEMENT
SEE BELOW
RELEASE AGAINST, RI MPA
US

SHIP TO
MASTER PRICE AGREEMENT
SEE BELOW
RELEASE AGAINST, RI MPA
US

Requistion Number:
Note to Bidders: BLANKET REQUIREMENTS:
4/1/12 - 6/30/14 - WITH A (1) YEAR RENEWAL OPTION AT THE SOLE DISCRETION OF THE STATE

MPA #401

THE CONTRACT PERIOD WILL BE FROM 4/1/12 TO 6/30/14 WITH JUST ONE PRICE TO BE BID FOR THE ENTIRE PERIOD PER LINE. WE WILL INCLUDE A ONE (1) YEAR EXTENSION OPTION AT THE SOLE DISCRETION OF THE STATE.

Line	Description	Quantity	Unit	Unit Price	Total
1	ON-SITE SHREDDING SERVICES 90 GALLON CONTAINER	1.00	Each		
2	ON-SITE SHREDDING SERVICES 65 GALLON CONTAINER	1.00	Each		
	"WHILE THIS BID DOCUMENT IS DESIGNED TO ACCOMMODATE THE DEPARTMENT OF HUMAN SERVICES WHEN IT IS AWARDED, IT MAY BE UTILIZED BY ANY STATE AGENCY REQUIRING THIS TYPE OF SERVICE." PROOF OF ON-SITE "NAID" CERTIFICATION REQUESTED				

Delivery: _____

Terms of Payment: _____

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer

Request for onsite DOCUMENT SHREDDING SERVICES

Provide document destruction services, for the State of Rhode Island, Department of Human Services at various locations throughout the state. Vendor must provide DHS with containers to store confidential material securely. Containers must be locked and slotted on top to provide access for letter sized documents in stacks up to inch in thickness. Containers must have the ability to be opened, by authorized DHS staff, to allow for dumping of bulk lots of paper into the security container.

Unless otherwise stated, all destruction of documents must occur on-site and be witnessed by an employee of DHS. Company must provide acceptable written certification of documentation destruction.

Vendor will provide a brief description of the company's qualifications including the number of years in business and experience in providing shredding services at the level DHS is requesting. Membership in national trade associations such as NAID should be indicated.

Vendor will insure the security containers are to be serviced by uniformed, bonded, professional drivers who will have proper ID visible.

Shredded materials must be transported back to the vendor's facilities in a locked container. Vendor must immediately notify the Department of Human Services of any breaches in security.

On-site shredding procedures of confidential documents and materials must follow applicable IRS and HIPPA requirements for the proper destruction of confidential documents. Destruction is defined as a state in which material cannot be reassembled and used in an inappropriate manner in violation of law.

Services must be provided on a monthly basis and occur during the standard business hours of the Department of Human Services. Vendor must provide DHS with annual schedule of service dates and estimated time of arrival at each location. Vendor will not charge any additional rental fees for the security containers.

Vendor will provide monthly invoicing detailing the dates of service and the number of security containers by size and location that were serviced during the month.

Some of the DHS locations are in multi floor buildings. Elevator service is available at these locations. Some locations may require the vendor's employee to go through a security screening area.

Volume levels of items requiring destruction will periodically change at most locations. Vendor must have the ability to provide additional security bins within five business days of request. Vendor must have the capacity to handle up to a 100% temporary increase in shredding volume at any location. Historically, the volume will temporarily increase during the months of June and July. In some instances, such as those that occur when a DHS office moves to another location, the amount of items requiring destruction may increase several fold. In the event this occurs,

DHS will contact the vendor and work out a mutually agreeable approach to handle the added volume.

The current number of Department of Human sites which must be serviced every month and the anticipated monthly volumes at each site are listed below. As citied above, these numbers are subject to change.

DHS Locations requiring service	90-96 GALLON	62-65 GALLON
Louis Pasteur Bldg, 57 Howard Ave, CRANSTON RI 02920	5	
Benjamin Rush Bldg, 55 Howard Ave, Cranston, RI 02920	2	1
Hazard Bldg, 74 West Rd, Cranston, RI 02920,	5	
Providence Regional Family Center, 206 Elmwood Avenue, Providence, RI 02907	6	
Woonsocket DHS Family Center, 450 Clinton ST, Woonsocket, RI 20895	2	
Pawtucket DHS Family Center, 24 Commerce Street, Pawtucket, RI 02860	2	1
Newport Regional Family Center, 110 Enterprise Center, Middletown, RI 02842	1	
South County Family Center (Stedman Center), 4808 Tower Hill Rd., Suite G1, Wakefield, RI 02879	2	
RI Department of Administration, North Grumman Unit, 2 Capitol Hill, Providence, RI	2	
Warwick Family Center, 195 Buttonwoods Avenue, Warwick, RI 02886	1	1

PRICING: Vendor must bid a MONTHLY price for ONSITE DESTRUCTION SERVICES based upon the two container sizes.

1.) Price of servicing each Ninety to ninety-six (90-96) gallon container
2.) Price of servicing each Sixty-two to sixty-five (62-65) gallon container

Locations and volume of materials are subject to change due to the possibility of relocation of offices, closing of offices, changes in business practices or consolidation of operating units. DHS will provide reasonable notice to the vendor should any of any changes.

Contract Terms and Conditions

Table of Contents

Terms and Conditions VI
BID STANDARD TERMS AND CONDITIONS VI
TERMS AND CONDITIONS FOR THIS BID VI
INSURANCE REQUIREMENTS VI
MULTI YEAR AWARD VI
DELIVERY PER AGENCY VI
QUARTERLY REPORTS VI
MPA BID AWARD (STATEWIDE APPLICABILITY) VII
RIVIP INFO - BID SUBMISSION REQUIREMENTS VII
AWARD VII

Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

INSURANCE REQUIREMENTS

AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.

NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD: * PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - $1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER. * BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION. * SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF $5 MILLION. * ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - $1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER. * VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF $1 MILLION.

MULTI YEAR AWARD

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

QUARTERLY REPORTS

REPORTS - The Vendor agrees to provide the State with quarterly reports describing activity against this Price Agreement. If this is a Master Price Agreement, such reports shall include usage by municipalities, quasi-public agencies, schools, etc. All reports shall contain the following data: (1) Billing volume in dollars and (2) quantity shipped for each line item in the price agreement. When there are no line items in the price agreement, vendor shall report volume by catalog order numbers, with a brief description of each order number. Reports must be submitted to the RI Division of Purchases to the attention BUYER named

in this notice, identifying the Agreement number and the Reporting Period. Quarterly reports shall be due 45 calendar days after the end of each quarter. Failure to submit required reports shall be considered a breach of the contractor's obligations and may be considered, at the discretion of the State Purchasing Agent, sufficient cause for the termination of the agreement and other outstanding agreements and orders, and possible suspension from participation in additional State procurements

MPA BID AWARD (STATEWIDE APPLICABILITY)

STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only)

RIVIP INFO - BID SUBMISSION REQUIREMENTS

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed The signed Certification Cover Form must be attached to the front of the offer When delivering offers in person to One Capitol Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints

AWARD

THE STATE, AT ITS SOLE DISCRETION, SHALL RESERVE THE RIGHT TO MAKE ONE OR MULTIPLE AWARDS FOR THIS REQUIREMENT AND/OR TO REJECT ANY OR ALL BIDS.