



Department of Purchasing & Contracting
1300 Commerce Drive, 2nd Floor
Decatur, Georgia 30030
Fax: (404) 371-7006

Date: April 16, 2024

Request for Quotation No. 24-300226 for Paper Shredding Services

DeKalb County, Georgia is requesting a quotation for the following:

I. Proposed Term:

Thirty (30) calendar days

II. Attachments:

- A. Scope of Work
- B. Minimum Specifications
- C. Quote Form
- D. Reference Form and Reference Check Release Statement
- E. Bidder Affidavit

III. Payment Terms:

Net 30

IV. Scope of Work:

See Attachment A

V. Federal Work Authorization Program:

All qualifying contractors and subcontractors performing work with DeKalb County, Georgia must register and participate in the federal work authorization program to verify the work

eligibility information of new employees. In order for a Quotation to be considered, it is mandatory that the Bidders Affidavit, Attachment E, be completed with bidder's proposal.

VI. Due Date:

All questions are due to Marcy L. VanKirk via email at mlvankirk@dekalbcountyga.gov on or before 5:00 p.m. EST on April 19, 2024.

Additional Information/Addenda

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the due date. Bidders should not rely on any representations, statements or explanations other than those made in this RFQ or in any addendum to this RFQ. Where there appears to be a conflict between the RFQ and any addenda issued, the last addendum issued will prevail. It is the responsibility of the Bidder to ensure awareness of all addenda issued for this solicitation. Please acknowledge the addenda and submit to the DeKalb County Department of Purchasing and Contracting as requested. Bidders may contact the above listed contact person to verify the number of addenda prior to submission. Addenda issued for this RFQ will be posted on DeKalb County's website, <https://www.dekalbcountyga.gov/informalbids>. Bidder should regularly check the County's website for addenda.

Quotes are due on or before 3:00 p.m. EST on April 23, 2024. Bidder must complete and return the quote form, reference form, bidder affidavit and provide a copy of Bidder's valid business license to DeKalb County by email to the attention of Marcy L. Van Kirk or email to mlvankirk@dekalbcountyga.gov.

All quotes are to be provided on Attachment C, Quote Form.

Thank you for your interest in doing business with DeKalb County.

Sincerely,

Marcy VanKirk

Marcy L Van Kirk

Procurement Technician

Department of Purchasing and Contracting

ATTACHMENT A

(SCOPE OF WORK)

RFQ for Paper Shredding Services

Background:

DeKalb County is Georgia's third-largest county with more than seven hundred thousand (700,000) residents calling it home. DeKalb County is currently seeking qualified individuals and firms with experience in collecting, handling, packing, and lawfully transporting shredded paper, to conduct up to two (2) Paper Shredding Event for the duration of this contract. The Paper Shredding Event will be held as directed by the Director of Sanitation Division or designee.

Introduction:

DeKalb County seeks a vendor to perform secure paper shredding and paper transport in compliance with all appropriate laws and regulations and in a manner that is beneficial to the communities and environment where the materials are securely shredded for a minimum of 1 event annually. Paper shredding event locations will be determined. The vendor must not charge a fuel surcharge.

Scope of Work:

DeKalb County is seeking qualified individuals and firms with experience in collecting, handling, packing and lawfully transporting shredded paper, to conduct up to two (2) paper shredding events.

Scheduling Services:

DeKalb County will contact the vendor to pre-scheduled mobile shredding event at least one week in advance. Event will take place between the hours of 8:00 a.m. and 12:00 p.m. (4 hours), on Saturday. The Paper Shredding Event will take place in June and on a Saturday, from 8:00 a.m. to 12:00 p.m.

Vehicles:

The Contractor vehicle must be specifically designed for shredding services. The vehicle shall be clearly marked with the corporate logo and/or name.

Shredding Equipment:

The shredding equipment must have the capacity to handle the volume of material generated or produced through the course of the shredding event and must safely and completely shred all materials whether stapled, clipped, bound, etc. The shredding equipment must convert the material into small unreadable pieces which are mixed, compressed and secured.

Scales:

The Contractor must use a certified scale to weigh the material.

Location of Paper Shredding Event:

DeKalb County Sanitation Division
Central Transfer Station
3720 Leroy Scott Drive
Decatur, GA 30032

Confidentiality:

The Contractor shall maintain confidentiality in accordance with best industry practices in compliance with federal and state laws, and in compliance with the National Association for Information Destruction, Inc.

Tasks:

The paper shredding collection event shall be held at DeKalb County Sanitation Division, Central Transfer Station, 3720 Leroy Scott Drive, Decatur, GA 30032, or at a location to be determined by the public relations manager or her designee. The location will have convenient access for residents and householders (a person who owns or rents a house in DeKalb County), bringing paper shredding for recycling. The aforementioned site will provide controlled access to the general public; a sufficient paved area for staging vehicles bringing the material; and multiple moving lines to an area where the material can be removed for analysis, inventory, and appropriate handling by the Contractor.

DeKalb County residents will be permitted to deliver paper shredding between the hours of 8:00 a.m. EST and 12:00 p.m. EST. The Contractor shall manage all paper delivered to the site by the residents. This shall include, without limitation, the unloading of paper from residents' vehicles; identifying the materials delivered; and loading the material onto Contractor vehicles for ultimate processing through recycling, at the permitted recycling facility.

The county reserves the right to change the collection site location by providing written notice to the Contractor at least fifteen (15) days prior to the scheduled Paper Shredding Event's date.

Mobilization:

The Contractor shall assemble all the necessary personnel and equipment on the site of the paper shredding event no later than 6:00 a.m. EST on the day of the collection, in order to be ready to begin the processing of paper shredding promptly at 8:00 a.m. EST.

The vendor is to provide uniformed personnel, trained, licensed, and bonded to perform these Mobile On-site Shredding Services. Vendor staff shall carry visible photo employee identification.

Site Operations:

1. Contractor shall be responsible for all site operations from the point where the residents' vehicles containing the paper are moved to the unloading area until their vehicles leave the unloading area. Upon arrival at the collection point, contractor personnel, upon permission from the residents, shall open the doors of their vehicles and remove the paper.
2. Contractor shall supply between twenty (20) and thirty (30) personnel for each paper shredding event.
3. Contractor shall have sufficient personnel to promptly handle at least five (5) vehicles at one time, leaving any unacceptable materials in each vehicle, and taking only the paper and/or shredded paper.
4. Contractor shall provide sufficient personnel to remove materials from vehicles, discard trash, cleanup of the staging area, provide traffic control, and any additional work to ensure that the site is in as good or better condition, in all respects, as it was prior to setup and preparation for the collection Event.
5. The paper shredding event shall end at 12:00 p.m. EST, or as directed by the public relations manager or her designee. After the collection Event end, no additional residents will be allowed to enter the collection area.

Demobilization:

1. Contractor shall load all collected paper into trucks and clean up and stow all equipment at the end of the collection event. Contractor shall ensure that nothing is left behind from the collection event and shall ensure that the site is in as good or better condition, in all respects, as it was prior to setup and preparation for the collection Event
2. Contractor shall meet with the public relations manager or her designee, on-site, immediately following the collection event, to ensure that the site is fully restored to its original condition. No vehicles or equipment shall remain at the collection site overnight after the day of collection unless approved by the public relations manager or her designee.

Deliverables:

1. At the end of the paper shredding event, Contractor must provide a preliminary report of the event to the public relations manager or her designee, of the estimated total weight of all paper collected from residents, and the total number of vehicles which entered the collection event by no later than 12:00 p.m. EST on the following Monday.
2. The Contractor shall provide written documentation (i.e., recycling certificate or other tracking documentation) for the ultimate reuse, recycling, and/or permitted facilities for shredded paper, collected at the event. The Contractor shall also provide written verification to the public relations manager or designee that all paper collected are recycled in a manner that constitutes strict adherence with EPA regulations within five (5) calendar days after each Collection Event. The certificate of recycling must include, but not limited to:
 - Location of disposal site;
 - Permit number;
 - Delivery date;
 - Recycle date must be within 30 calendar days of the scheduled event;
 - Number of pounds of combined materials;
 - Number of pounds combined recycled and/or disposed of;
 - Signature and title of Contractor's employee performing services;

Certificate of Destruction:

The Contractor must provide to the customer a Document of Recycling each time shredding is performed. The Certificate of Recycling must include:

- Location of shredding event;
 - Date service provided;
 - Number of pounds (for bulk shredding);
 - Signature and title of vendor employee performing services;
 - Witness if any.
3. All completed documentation, i.e., a record of operations report and recycling certificate, shall be submitted by the Contractor to the public relations manager or designee, within thirty (30) calendar days after each Collection Event.

Applicable regulations or specifications

1. Compliance with Applicable Law and Regulations: All services provided under this Contract must be carried out in compliance with all applicable federal, state and local laws and regulations. Regulations to be complied with include, but are not limited to, the Code of Federal

Regulations 40 CFR parts 239-259, Solid Waste Handling Rules, any applicable environmental protection regulations, occupational health and safety rules, and transportation regulations.

2. Physical Security: The Contractor shall safeguard all DeKalb County Government property provided for the Contractor's use. At the close of each Collection Event, vehicles, facilities, support equipment, and material shall be secured by the Contractor.

Bidding Information:

Contractor will provide services and materials covered in the aforementioned areas of:

- Mobilization
- Site Operations
- Educational materials to help enhance the public's awareness
- Demobilization
- Handling, Packaging, Transporting, Reuse, Recycling
- Deliverables

This includes but not limited to providing a sufficient amount of labor, fuel for vehicles, safety materials and clothing (PPE), insurance and adequate staffing which are the responsibility of the contractor.

Contractor will provide all materials and staffing necessary to handle at minimum 400 vehicles, and at maximum 2,000 vehicles.

County Government Services:

1. DeKalb County Sanitation Division will provide miscellaneous trash clean-up of the event area.
2. DeKalb County will furnish traffic control barriers, roll-off containers, and additional personnel at the collection site to assist with the Collection Event. Before a vehicle reaches the unloading area, a volunteer provided by DeKalb County, will determine resident and householders eligibility, what materials are in the vehicle, and direct the resident or householder to the proper unloading area. Additionally, County volunteers will distribute any educational and promotional items provided by the Contractor. Organization and monitoring of volunteer personnel will be the responsibility of the County.
3. Contractor will contact Ilana Daniel for final invoices. Ilana Daniel's contact information is as follows: phone: 404-294-2310, email: imdaniel@dekalbcountyga.gov

ATTACHMENT B

QUOTE FORM

<u>PRICE QUOTE</u>		
<u>Item</u>	<u>Description</u>	<u>Price per Event</u>
<u>1</u>	<u>Shredded Paper</u> <u>(Estimated No. of lbs. shredded per each event: 48,000 lbs.)</u>	\$ _____

<u>Quote Statement</u>	
<p>The undersigned, as Responder, declares that he has carefully examined, RFQ No.23-300217 , Paper Shredding Services, the Specifications therein contained, and that he/ she proposes and agrees that if his/ her bid is acted, to provide the necessary services, equipment and labor specified in the RFQ, or necessary to complete the work in the manner therein specified within the time specified, as therein set forth for the following event amount which sum is hereinafter referred to as the "Total Bid."</p>	
_____	_____
Authorized Signature	Date

Name of Authorized Signer (Typed or Printed)	

ATTACHMENT C
QUOTER CONTACT INFORMATION

Are you a DeKalb County Firm? YES _____ NO _____

Signed, sealed, and dated this _____ day of _____, 20____.

Responder

By: _____

Name (Typed or Printed)

Title

Responder's Mailing Address

Phone Number

Fax Number

E-Mail Address

ATTACHMENT D

REFERENCE FORM AND REFERENCE CHECK RELEASE STATEMENT

List below at least three (3) references, including company name, contract period, contact name, email address, telephone numbers and project name of individuals who can verify your experience and ability to perform the type of service listed in the solicitation.

Company Name	Contract Period
Contact Person Name and Title	Telephone Number (include area code)
Email Address	
Project Name	

Company Name	Contract Period
Contact Person Name and Title	Telephone Number (include area code)
Email Address	
Project Name	

Company Name	Contract Period
Contact Person Name and Title	Telephone Number (include area code)
Email Address	
Project Name	

REFERENCE CHECK RELEASE STATEMENT

You are authorized to contact the references provided above for purposes of this RFQ.

Signed _____ Title _____
 (Authorized Signature of Proposer)
 Company Name _____ Date _____

ATTACHMENT E

QUOTER AFFIDAVIT

By executing this affidavit, the undersigned verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the bidder submitting a bid, contractor, firm or corporation which is contracting with DEKALB COUNTY, GA, a political subdivision of the State of Georgia, has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91, as amended]. The affiant agrees to continue to use the federal work authorization program throughout the contract period.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the COUNTY, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91, as amended, on the Subcontractor Affidavit form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the COUNTY, within five (5) days from when the subcontractor(s) is retained to perform such service.

BY: _____ Authorized Officer or Agent _____ Federal Work Authorization Identification Number

(Bidder's Name) Enrollment Date _____

Title of Authorized Officer or Agent of Bidder

Printed Name of Authorized Officer or Agent

Company Name & Address (do not include a post office box)

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

_____ DAY OF _____, 20__

Notary Public

My Commission Expires: _____

ATTACHMENT F

INSURANCE REQUIREMENTS

Insurance must meet the County's requirements and will be furnished by the successful Bidder(s) upon award.

1. Successful Bidder(s) will advise their insurance agent of the County's requirements as listed below and that they may not proceed with any work until insurance is provided that is in compliance with these requirements.

2. Contractor's insurance company or agent must mail, email, or bring an original certificate of insurance and applicable declarations or endorsements to the DeKalb County address listed within this Insurance provision. Insurance must be from companies able to do business in Georgia and acceptable to the County as follows:

a. Certificates must cover:

- i. Statutory Workers Compensation
- ii. Employer's liability insurance by accident, each accident \$1,000,000
- iii. Employer's liability insurance by disease, policy limit \$1,000,000
- iv. Employer's liability insurance by disease, each employee \$1,000,000
- v. Business Auto Liability Insurance with a minimum \$1,000,000 Combined Single Limit/Each Occurrence (Including operation of non-owned, owned, and hired automobiles).
- vi. Commercial General Liability Insurance
 1. Each Occurrence - \$1,000,000
 2. Fire Damage - \$250,000
 3. Medical Expense - \$10,000
 4. Personal & Advertising Injury - \$1,000,000
 5. General Aggregate - \$2,000,000
 6. Products & Completed Operations - \$1,500,000
 7. Contractual Liability where applicable

b. DeKalb County, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of DeKalb County, Georgia. Such additional insured coverage shall be endorsed to Contractor's policy by attachment of ISO Additional Insured Endorsement forms CG 20 10 10 01 (ongoing operations) and CG 20 37 10 01 (products- completed operations), or form(s) providing equivalent coverage.

c. This insurance for the County as the additional insured shall be as broad as the coverage provided for the named-insured Contractor. It shall apply as primary insurance before any other insurance

or self-insurance, including any deductible, non-contributory, and waiver of subrogation provided to the County as the additional insured.

- d. Contractor agrees to waive all rights of subrogation and other rights of recovery against the County and its elected officials, officers, employees or agents, and shall cause each Subcontractor to waive all rights of subrogation for all coverages.
- e. Certificates shall state that the policy or policies shall not expire, be cancelled or altered without at least sixty (60) days prior written notice to the County.
- f. Contractor understands and agrees that the purchase of insurance in no way limits the liability of the Contractor.
- g. The insurance carrier must have a minimum A.M. Best's rating of not less than "A" (Excellent) with a Financial Size Category of VII or better.
- h. Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.
- i. Certificates to contain the location and operations to which the insurance applies.
- j. Certificates to contain successful contractor's protective coverage for any subcontractor's operations. If this coverage is included in General Liability, please indicate on the Certificate of Insurance.
- k. Certificates to contain successful contractor's contractual insurance coverage. If this coverage is included in the General Liability, please indicate this on the Certificate of Insurance.
- l. Certificates shall be issued and delivered to the County and must identify the "Certificate Holder" as follows:
- m. The successful contractor shall be wholly responsible for securing certificates of insurance coverage as set forth above from all subcontractors who are engaged in this work.

DeKalb County, Georgia
Director of Purchasing & Contracting
The Maloof Center, 2nd Floor
1300 Commerce Drive
Decatur, Georgia 30030