

**Document Shredding Services**

**RQID1300139 - Verification of Availability**

Find attached the “**Scopes of Work**” and “**Special Requirements**” for an upcoming **Invitation to Bid (ITB)**. Please review to determine if you would be able to **satisfy the requirements** (as applicable), and **interested in responding**; if so, please check the appropriate areas below and respond to this email confirming the same. Please pay “**CLOSE**” attention to the various sections and the “**SPECIAL/MINIMUM**” requirements for each, and confirm your **ability** and **availability** to satisfy “**ALL**” sections/scopes.

See Sections **2.3 – 2.13 and 3.1 & 3.2 (all subsections)** – Paying very close attention to all Sections listed and the requirements/special requirements for each. (While you are **not** bidding at this time, be mindful your response strongly influences SBD’s determination as it relates to a potential **SBE Measure**). So please be diligent in your review of the information and respond accordingly, based on your ability to meet **ALL** the applicable requirements.

**Are you able to satisfy the requirements of the attached documents (ITB)?**  
YES  NO

**Do you have prior experience consistent with the requirements of this ITB (experience providing “landfill gas control systems and services”)?**  
YES  NO

**Can you perform (or provide) the following (Section 2.3)?**

- **A. Shred a minimum volume of 200 boxes a day** YES  NO
- **B. Are you able to maintain a fully equipped office (See B)** YES  NO
- **C. Are you able to provide at least three references?** YES  NO

**Are you able to satisfy the “Scope of Work” (Section 3.1)?** YES  NO

I am “**NOT**” interested in this solicitation.

**Name of Firm:** \_\_\_\_\_ **SBE Exp. Date:** \_\_\_\_\_

**Owner’s Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Please respond by **10am Monday June 17, 2013**. Any questions, feel free to contact me at the number below.

(Respond to the “**Verification**” whether you are interested or not (choosing “**Yes**” or “**No**”), as this helps SBD in the determination of measures).

**Vivian O. Walters, Jr.**  
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Regulatory and Economic Resources Department  
Small Business Development Division  
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*“Delivering Excellence Every Day”*

**Please provide two client references below:**

**Project Title:**

**Client Name:**

**Contact Number:**

**Scope Description:**

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**Project Title:**

**Client Name:**

**Contact Number:**

**Scope Description:**

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**Project Title:**

**Client Name:**

**Contact Number:**

**Scope Description:**

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**SECTION 2**  
**SPECIAL CONDITIONS**

**DOCUMENT SHREDDING SERVICES**

**2.1 PURPOSE**

The purpose of this solicitation is to establish a contract to purchase document shredding services for various County facilities.

**2.2 TERM OF CONTRACT**

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Procurement Management Division, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of a sixty (60) month term.

**2.3 METHOD OF AWARD**

Award of this contract will be made to the two (2) lowest priced responsive, responsible bidders, when all solicited items are added in the aggregate, for the collection, shredding, and removal of documents at various county facilities, who meet the minimum qualifications set forth below. If a bidder fails to submit an offer for all items, its overall offer will be deemed non-responsive.

Minimum Qualifications:

- A. Bidder must be able to shred a minimum volume of 200 boxes per day. A box is estimated to contain one cubic foot of records. The bidder shall submit, as proof thereof, an inventory that includes the make, model and shredding capacity of their equipment.
- B. Bidder shall maintain a fully equipped office with phone, facsimile, and provide an e-mail address of staff accessible Monday thru Friday, during working hours from 8:00 AM to 5:00 PM, to respond to the County's requests.
- C. Bidder shall provide the following information from at least three (3) references of commercial accounts or governmental agencies to which the bidder has successfully performed the same services indicated in section 3.1 for a minimum of one (1) year within the previous two (2) years:
  1. Company Name
  2. Address
  3. Date and description of service performed.
  4. Customer contact person, title and phone number for verification of reference.

The County intends to award this contract in its entirety to the designated lowest bidder as the primary and to the designated second lowest bidder as the secondary bidder. While the award will be made to multiple bidders to assure availability, the primary bidder will be given the first opportunity to perform under this contract. If the primary bidder fails to perform, it may be terminated for default in accordance with paragraph 1.25 of the general terms and conditions of Miami-Dade County Procurement Contracts; the County shall have the option to seek the identified services from the secondary bidder.

**SECTION 2**  
**SPECIAL CONDITIONS**

**DOCUMENT SHREDDING SERVICES**

All bidders are required to submit with their bid submission all the specified information as proof of compliance with the minimum qualification requirements.

**2.4 PRICES**

The initial contract prices' resulting from this solicitation's awarded bidders shall prevail for a one (1) year period from the contract's initial effective date. Prior to or upon completion of that initial term, the County may consider an adjustment to price based on changes in the latest Consumer Price Index for Miami/Fort Lauderdale Area, Wage Earners & Clerical Workers, and All Items on an annual basis.

It is the bidder's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the first day of any annual period, the bidder's request for adjustment should be submitted ninety (90) days prior to the expiration of the then current annual period. The bidder's adjustment request should not be in excess of the relevant pricing index change. If no adjustment request is received from the bidder, the County will assume that the bidder has agreed that the next annual period will be without pricing adjustment. Any adjustment request received after the commencement of a new annual period may not be considered.

The County reserves the right to negotiate lower pricing for each annual period based on market research information or other factors that influence price. The County reserves the right to apply any reduction in pricing for each annual period based on the downward movement of the applicable index.

The County reserves the right to reject any price adjustments submitted by the bidder.

**2.5 CONTACT PERSON**

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Lenny Sandoval, at email - [ssandov@miamidade.gov](mailto:ssandov@miamidade.gov).

**2.6 CLEAN-UP**

The bidder shall remove all unusable materials and debris from the premises at the end of each workday, and dispose of in an appropriate manner. Upon final completion, the bidder shall thoroughly clean up all areas where work has been involved as mutually agreed with the associated user department's building manager/project manager.

**2.7 FACILITY ACCESS**

The bidder or the bidder's representative must sign the Facility/Security Log upon arrival and prior to leaving any facility identified in this solicitation to perform any and all work.

An authorized County representative shall provide access to each facility. Bidders are forbidden access to restricted areas within the facility unless specifically authorized by a County representative.

Bidder employees are not to be accompanied in the work area by acquaintances, family members, assistants, or any other person who is not authorized by a representative of the County.

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**DOCUMENT SHREDDING SERVICES**

**3.1 SCOPE OF WORK**

The Bidder's pricing shall include all labor, material, equipment, and transportation necessary to perform all operations in connection with the collection, shredding, and removal of documents from various sized containers for various County sites in compliance with all Federal, State, and local laws, ordinances and regulations applicable to and governing the destruction of documents.

The bidder shall be responsible for the following:

- A. Bidder must provide a Certificate of Destruction.
- B. Bidder shall respond to on demand service calls within forty-eight (48) hours after receipt of notification.
- C. County staff must be capable of viewing destruction of all materials.
- D. Bidders must verify that the material will be recycled by a "Registered Recycler" with the State of Florida.
- E. Bidder must provide a monthly performance report by the sixth (6<sup>th</sup>) of each month, in the form of an excel spreadsheet which includes, but is not limited to, the following information for the previous month:
  - 1) Date of the report
  - 2) The appropriate contract number and title
  - 3) Each County facility picked up that month by name and address
  - 4) Number and size of containers picked up and shredded
  - 5) The name and address of the State of Florida registered recycler used to recycle the shredded paper &
  - 6) The weight listed on the weight tickets provided by the registered recycler in (5) above.

The report shall be submitted to the County's Project Manager and to:

RER-Environmental Resources Management  
Attn: Herb Balfour, Chair  
Resource Conservation Committee  
701 NW 1st Court, Suite 200  
Miami, Florida 33136

**3.2 SERVICE LOCATIONS**

Item#	Department	Office Site
1.1	Community Action and Human Services Department (CAHS)	CAHS 2525 NW 62nd Street Miami, FL 33147
2.1	Clerk of Courts (COC)	Criminal Court Division 1351 NW 12 <sup>th</sup> Street, Room 9000 Miami, FL 33125

**SECTION 3  
TECHNICAL SPECIFICATIONS**

**DOCUMENT SHREDDING SERVICES**

3.1	Finance Department (FIN)	Finance Department 140 West Flagler Street, 12th Floor Miami, FL 33130
4.1	Miami-Dade Fire Rescue Department (MDFR)	MDFRD Headquarters 9300 NW 41st Street Doral, FL 33178
4.2	MDFR	Division 1 Office 2270 NE Miami Gardens Drive North Miami Beach, FL 33160
4.3	MDFR	Division 2 Office 8825 NW 18th Terrace Doral, FL 33172
4.4	MDFR	Division 3 Office 10850 SW 211th Street Cutler Bay, FL 33189
4.5	MDFR	Division 4 Office 14150 SW 211th Street Cutler Bay, FL 33189
4.6	MDFR	Inventory and Supply Warehouse 8010 NW 60th Street Miami, FL 33166
4.7	MDFR	Communications (911) – 5680 SW 87th Ave Miami, FL 33173
5.1	Information Technology Department (ITD)	ITD 5680 SW 87th Ave Miami, FL 33173
6.1	Juvenile Services Department (JSD)	JSD 275 NW 2nd Street Miami, FL 33128
7.1	Medical Examiner Department (ME)	Medical Examiner Building 1851 NW 10th Ave Miami, FL 33136
8.1	Office of Property Appraisal (PA)	PA–Steven P. Clark Center (SPCC) 111 NW 1st Street, Suite 710 Miami, FL 33128
9.1	Miami-Dade Public Housing and Community Development (PHCD)	PHCD 701 NW 1st Court, 14th Floor Miami, FL 33136
10.1	The Port of Miami (POM)	Shed C 1155 Asia Way Miami, FL 33132
10.2	POM	Pax Terminal F 1080 S. America Way Miami, FL 33132
11.1	Miami-Dade Internal Services Department (ISD) Risk Management Division	SPCC 111 NW First Street, 23 <sup>rd</sup> Floor Miami, FL 33136

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**DOCUMENT SHREDDING SERVICES**

11.2	ISD – Facilities and Utilities Division (FUMD)	Office of Elevator Safety and Regulation 201 West Flagler Street Miami, FL 33130
11.3	ISD - Human Resources	SPCC 111 NW First Street, 20 <sup>th</sup> & 21 <sup>st</sup> Floors Miami, FL 33136
11.4	ISD – Human Resources	Metro-Dade Flagler Building 140 West Flagler Street, 10 <sup>th</sup> Floor Miami, FL 33130

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