# DEPARTMENTAL INPUT

## CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

- **New** ☐ ☑ OTR ☐ Sole Source ☐ Bid Waiver ☐ Emergency
- **Previous Contract/Project No.** 6829-0/19
- **LIVING WAGE APPLIES:** ☐ YES ☑ NO
- **Requisition No./Project No.:** RQID1700134
- **TERM OF CONTRACT:** 5 YEAR(S) WITH NA YEAR(S) OTR
- **Description:**
  
  The purpose of this solicitation is to establish a contract to acquire an on-site document shredding services for various County facilities on an as needed basis.

## Issuing Department:

- **ISD**

- **Contact Person:** TONYA JAMES

- **Phone:** 305-375-2038

- **Estimate Cost:** $95,395.00

- **Funding Source:**
  - GENERAL: $78,235.00
  - FEDERAL: $17,160.00
  - OTHER: $0.00

## ANALYSIS

### Commodity Codes:

<table>
<thead>
<tr>
<th>Code</th>
<th>966-71</th>
<th>962-27</th>
<th>962-27</th>
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**Contract/Project History of previous purchases three (3) years**

- **Existing** ☑
- **2nd Year** ☐
- **3rd Year** ☐

### Contractor:

- **Comments:**

### Small Business Enterprise:

- **Contract Value:**
  - $:

### Comments:

- **Continued on another page (s):** ☐ YES ☑ NO

## RECOMMENDATIONS

### Basis of recommendation:

- **Signed:** Tonya James

- **Date sent to SBD:** 08/17/2017

- **Date returned to DPM:**
PURPOSE

The purpose of this solicitation is to establish a contract to acquire on-site document shredding services for various County facilities on an as needed basis.

DEPARTMENTS

Clerk of Courts
Enterprise Technology
Finance
Human Services
ID01 (Accounting)
ID05 (Risk Management)
ID06
ID13 (Procurement Management)
Medical Examiner
Property Appraisal
Police
Fire (several locations)
Parks Rec & Open Spaces
Seaport
Public Housing
Cultural Affairs (several locations)

TERM OF CONTRACT

Initial Term – (5) Years