

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☐ New ☐ OTR ☐ Sole Source ☐ Bid Waiver ☐ Emergency Previous Contract/Project No. 6829-0/19
Contract
☒ Re-Bid ☐ Other LIVING WAGE APPLIES: ☐ YES ☒ NO
Requisition No./Project No.: RQID1700134 TERM OF CONTRACT 5 YEAR(S) WITH NA YEAR(S) OTR

Requisition /Project Title: DOCUMENT SHREDDING SERVICES

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 \$7,235.00 FEDERAL \$17,160.00 OTHER

ANALYSIS

Commodity Codes:	966-71	962-27			
Contract/Project History of previous purchases three (3) years Check here <input checked="" type="checkbox"/> if this is a new contract/purchase with no previous history.					
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>		
Contractor:					
Small Business Enterprise:					
Contract Value:	\$	\$	\$		
Comments:					

Continued on another page (s): ☐ YES ☒ NO

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				
Basis of recommendation:				
Signed: Tonya James			Date sent to SBD: 08/17/2017	
			Date returned to DPM:	

6829-0/19 – DOCUMENT SHREDDING SERVICES
REPLACEMENT

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