

BID TABULATION - PAPER SHREDDING AND RECYCLING SERVICE

<b>BID TABULATIONS PAPER SHREDDING AND RECYCLING SERVICE BID OPENING DATE 9-15-15</b>	SHRED-IT	ST. LOUIS RECYCLING	CITISHRED, LLC
	4801 PARK 370 BLVD. HAZELWOOD MO 63042	1345 W. LARK INDUSTRIAL DR FENTON MO 63025	9242 CLAYTON RD. ST. LOUIS MO 63124
COURTHOUSE 4 RECYCLING BINS:		\$40.00 (4X10)	
COURTHOUSE 5 SHREDDING BINS:	\$70.00	\$5.00	\$90.00
ANNEX 4 RECYCLING BINS:		\$40.00 (4X10)	
ANNEX 1 SHREDDING BIN:	\$40.00	\$1.00	\$45.00
ADMINISTRATION 6 RECYCLING BINS:		\$60.00 (6X10)	
ADMINISTRATION 1 SHREDDING BIN:	\$40.00	\$1.00	\$45.00
3RD STREET ANNEX 1 RECYCLING BIN:		\$10.00 (1X10)	
FACILITIES 2 RECYCLING BINS:		\$20.00 (2X10)	
EDC 1 RECYCLING BIN:		\$10.00 (1X10)	
JUSTICE CENTER 1 SHREDDING BIN:	\$40.00	\$1.00	\$45.00
<b>ADDITIONAL BINS PERLOCATION AND ADDITIONAL PICKUP PER WEEK</b>			
<b>COURTHOUSE:</b>			
ADDITIONAL RECYCLING BIN & RETRIEVAL:		\$10.00	
ADDITIONAL SHREDDING BIN AND RETRIEVAL:	\$10.00	\$1.00	\$10.00
COST FOR ADDITIONAL PICKUP PER WEEK:	\$70.00 MINIMUM	\$100.00 (COVERS ALL LOCATIONS)	\$90.00
<b>ANNEX:</b>			
ADDITIONAL RECYCLING BIN & RETRIEVAL:		\$10.00	
ADDITIONAL SHREDDING BIN AND RETRIEVAL:	\$10.00	\$1.00	\$10.00
COST FOR ADDITIONAL PICKUP PER WEEK:	\$40.00 MINIMUM	\$100.00 (COVERS ALL LOCATIONS)	\$45.00
<b>ADMINISTRATION:</b>			
ADDITIONAL RECYCLING BIN & RETRIEVAL:		\$10.00	
ADDITIONAL SHREDDING BIN AND RETRIEVAL:	\$10.00	\$1.00	\$10.00
COST FOR ADDITIONAL PICKUP PER WEEK:	\$40.00 MINIMUM	\$100.00 (COVERS ALL LOCATIONS)	\$45.00
<b>3RD ST. ANNEX</b>			
ADDITIONAL RECYCLING BIN & RETRIEVAL:		\$10.00	
ADDITIONAL SHREDDING BIN AND RETRIEVAL:		\$1.00	\$10.00
COST FOR ADDITIONAL PICKUP PER WEEK:		\$100.00 (COVERS ALL LOCATIONS)	\$45.00
<b>FACILITIES:</b>			
ADDITIONAL RECYCLING BIN & RETRIEVAL:		\$10.00	
ADDITIONAL SHREDDING BIN AND RETRIEVAL:		\$1.00	\$10.00

BID TABULATION - PAPER SHREDDING AND RECYCLING SERVICE

<b>BID TABULATIONS PAPER SHREDDING AND RECYCLING SERVICE BID OPENING DATE 9-15-15</b>	SHRED-IT	ST. LOUIS RECYCLING	CITISHRED, LLC
		4801 PARK 370 BLVD. HAZELWOOD MO 63042	1345 W. LARK INDUSTRIAL DR FENTON MO 63025
COST FOR ADDITIONAL PICKUP PER WEEK:		\$100.00 (COVERS ALL LOCATIONS)	\$45.00
<b>EDC:</b>			
ADDITIONAL RECYCLING BIN & RETRIEVAL:		\$10.00	
ADDITIONAL SHREDDING BIN AND RETRIEVAL:		\$1.00	\$10.00
COST FOR ADDITIONAL PICKUP PER WEEK:		\$100.00 (COVERS ALL LOCATIONS)	\$45.00
<b>JUSTICE CENTER:</b>			
ADDITIONAL RECYCLING BIN & RETRIEVAL:		\$10.00	
ADDITIONAL SHREDDING BIN AND RETRIEVAL:	\$10.00	\$1.00	\$10.00
COST FOR ADDITIONAL PICKUP PER WEEK:	\$40.00 MINIMUM	\$100.00 (COVERS ALL LOCATIONS)	\$45.00
NOTARIZED WORK AFFIDAVIT COMPLETED	Y	Y	Y
E-VERIFICATION DOCUMENTATION (Y/N):	N	Y	Y
COPY OF INSURANCE PROVIDED	Y	Y	Y
TAX RECEIPTS OR NOTARIZED LETTER STATING NO REAL OR PERSONAL PROPERTY OWNED IN JEFFERSON COUNTY	N	Y	Y
COOPERATIVE BID FORM (Y/N)	Y	Y	Y
COOPERATIVE CONTACT INFO:	Y	Y	Y
COMPANY INFORMATION AND SIGNATURE	Y	Y	Y
BID DEPOSIT REQUIRED	N/A	N/A	N/A
<b>COMMENTS:</b>	SEE ATTACHED	SEE ATTACHED	SEE ATTACHED



**JEFFERSON COUNTY**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
 729 MAPLE ST / PO BOX 100  
 HILLSBORO MO 63050  
 WWW.JEFFCOMO.ORG

**Invitation for Bid: PAPER SHREDDING AND RECYCLING SERVICE Date Issued: 8-18-15**

**BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, SEPTEMBER 15, 2015, AT 2:00 P.M. LOCAL TIME.**

**Specification  
 Contact:**

**KRISTY MOSS**  
 Department of the Public Works  
 636-797-5569  
 kmoss@jeffcomo.org

**Contract  
 Contact:**

**VICKIE PRATT**  
 Department of Administrative Services  
 636-797-5380

**Mail (3) Three  
 Complete Copies  
 With Vendor And  
 Bid Information As  
 Shown In Sample:**

**SAMPLE ENVELOPE**

<i>VENDOR NAME</i>	
<i>VENDOR ADDRESS</i>	
<i>CONTACT NUMBER</i>	DEPARTMENT OF THE COUNTY CLERK
	JEFFERSON COUNTY MISSOURI
	729 MAPLE ST / PO BOX 100
	HILLSBORO MO 63050-0100
SEALED BID: (BID NAME)	

**Contract Term:**  
 UPON APPROVAL OF THE  
 COUNTY COUNCIL AND  
 COUNTY EXECUTIVE

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. This Bid, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful Bidder. Price increases for renewals are not authorized unless approved in writing by the County.

**Vendor  
 Information:**

<u>Shred-it</u>	<u>Bryan Clay</u>
Company Name	Authorized Agent (Print)
<u>4801 Park 370 Blvd.</u>	<u>B. M. Clay</u>
Address	Signature
<u>Hazelwood MO. 63042</u>	<u>Sales Executive</u>
City/State/Zip Code	Title
<u>314-787-2873</u>	<u>9/11/15</u>
Telephone #	Date
<u>bryan.clay@shredit.com</u>	<u>43-1830264</u>
E-mail	Tax ID #
	<u>314-995-9901</u>
	Fax #

SPECIFICATIONS

PAPER SHREDDING AND RECYCLING SERVICE

1. The bid prices will remain firm for the term of the agreement unless otherwise agreed upon in writing by the County.
2. The County of Jefferson, Missouri or its duly authorized representative shall settle all disputes.
3. Payment will be made monthly upon receipt of a complete monthly statement/invoice.
4. Permits, Licenses, Inspections and Taxes. The contractor shall obtain and pay for all permits and licenses and shall give all notices, pay all taxes and comply with all laws, ordinances, rules and regulations bearing on the work.
5. The company receiving the bid is to have trucks of sufficient capacity and structure to handle the size of containers needed. The trucks are to be kept in good repair and the drivers are to be instructed in driving on the County property, as to carefulness in watching for pedestrians and, thereby, preventing accidents.
6. Containers shall be cleaned and disinfected as needed. They shall be mounted on wheels or skids and have lids.
7. Extra pick-ups: It should be noted that there could be several additional pick-ups that are needed during the year due to special events. Please state in your quotation the additional cost per pick-up, or if it is included in your base bid at no extra charge.
8. Billing will be done by location.
9. **Service for all locations below will be: bi-weekly bin pickup, retrieval, and hauling of office paper material to be shredded or recyclables ( paper, plastic, cardboard, aluminum, etc) as designated.**
10. Bins for Shredding paper material SHALL be lockable.
11. ALL RECYCLING AND SHREDDING BIDS SHALL BE LOCATED INSIDE THE BUILDINGS.
12. All bins will have a 96 Gallons capacity.
13. Drivers will be picking up in the buildings from the County designated areas.

LISTED BELOW ARE THE BUILDING ADDRESSES AND ESTIMATED NUMBER OF THE CONTAINERS NEEDED AT EACH LOCATION:

ALL BIN PICK UPS WILL BE EVERY OTHER WEEK. Service provider to make available to the County ( at the time of award acceptance) the schedule of the bin pick-ups (days and times)

1. **Courthouse** 300 Main St., Hillsboro MO
  - a. 4 Recycling bins. Price for bin rental and retrieval \$ \_\_\_\_\_
  - b. 5 Shredding bins. Price for bin rental and retrieval\$ 70.00
2. **Annex** 725 Maple St., Hillsboro MO
  - a. 4 Recycling bins. Price for bin rental and retrieval \$ \_\_\_\_\_
  - b. 1 Shredding bins. Price for bin rental and retrieval\$ 40.00
3. **Administration** 729 Maple St., Hillsboro MO
  - a. 6 Recycling bins. Price for bin rental and retrieval \$ \_\_\_\_\_
  - b. 1 Shredding bins. Price for bin rental and retrieval\$ 40.00
4. **3rd Street Annex** 301 Third St. Hillsboro, MO
  - a. 1 Recycling bins. Price for bin rental and retrieval \$ \_\_\_\_\_
5. **Facilities** 739 Maple St. Hillsboro MO
  - a. 2 Recycling bins. Price for bin rental and retrieval \$ \_\_\_\_\_
6. **EDC** 5217 Highway BB, Hillsboro MO
  - a. 1 Recycling bins. Price for bin rental and retrieval \$ \_\_\_\_\_
7. **Justice Center** 400 First St, Hillsboro MO
  - a. 1 Shredding bins. Price for bin rental and retrieval\$ 40.00

Additional bins per location and Additional pickup per week

1. Courthouse

- a. Cost for additional Recycling bin rental and retrieval \$ \_\_\_\_\_
- b. Cost for additional Shredding bin rental and retrieval \$ 10.00
- c. Cost for additional pickup (per week) \$ MIN. 70.00

2. Annex

- a. Cost for additional Recycling bin rental and retrieval \$ \_\_\_\_\_
- b. Cost for additional Shredding bin rental and retrieval \$ 10.00
- c. Cost for additional pickup (per week) \$ MIN. 40.00

3. Administration

- a. Cost for additional Recycling bin rental and retrieval \$ \_\_\_\_\_
- b. Cost for additional Shredding bin rental and retrieval \$ 10.00
- c. Cost for additional pickup (per week) \$ MIN. 40.00

4. 3<sup>rd</sup> Street Annex

- a. Cost for additional Recycling bin rental and retrieval \$ \_\_\_\_\_
- b. Cost for additional Shredding bin rental and retrieval \$ \_\_\_\_\_
- c. Cost for additional pickup (per week) \$ \_\_\_\_\_

5. Facilities

- a. Cost for additional Recycling bin rental and retrieval \$ \_\_\_\_\_
- b. Cost for additional Shredding bin rental and retrieval \$ \_\_\_\_\_
- c. Cost for additional pickup (per week) \$ \_\_\_\_\_

6. EDC

- a. Cost for additional Recycling bin rental and retrieval \$ \_\_\_\_\_
- b. Cost for additional Shredding bin rental and retrieval \$ \_\_\_\_\_
- c. Cost for additional pickup (per week) \$ \_\_\_\_\_

7. Justice Center

- a. Cost for additional Recycling bin rental and retrieval \$ \_\_\_\_\_
- b. Cost for additional Shredding bin rental and retrieval \$ 10.00
- c. Cost for additional pickup (per week) \$ MIN. 40.00

# PROPOSAL FOR SHREDDING SERVICES

Prepared for:

Jefferson County

Presented by:



**DOCUMENT DESTRUCTION.  
DONE RIGHT. ON SITE.**

4801 Park 370 Blvd  
Hazelwood, Missouri 63042  
314-995-9099  
FAX 314-995-9901

Outside metro St. Louis  
1-800-69 SHRED  
(1-800 697-4733)



**PROPOSAL FOR SHREDDING**  
**For**  
**Jefferson County**

**Table of Contents:**

<b>1. EXECUTIVE SUMMARY.....</b>	<b>2</b>
<b>2. SHRED-IT: BACKGROUND AND PROCEDURES.....</b>	<b>3</b>
<b>3. SHRED –IT: PERSONNEL QUALIFICATIONS.....</b>	<b>4</b>
<b>4. AUTOMATIC SERVICE: DETAILS AND PRICING.....</b>	<b>5</b>



## **1. EXECUTIVE SUMMARY**

### **ON-SITE SHREDDING:**

In order to provide maximum security, all confidential materials will be shredded ON-SITE at Jefferson County locations. What does this mean for Jefferson County?

- **SECURITY**—all 13 Shred-it trucks are equipped with shredders so you are guaranteed on-site document destruction at all times. We have the largest fleet of on-site shredding trucks in the St. Louis area with shredders built into all of our trucks.
- **CUSTOMER SERVICE**—Having 13 on-site shredding trucks means that we have the infrastructure in place to respond quickly to your special service requirements.

### **CERTIFICATE OF DESTRUCTION:**

A signed Certificate of Destruction will be provided immediately after each shred and given to the contact person. These Certificates can be kept on file as proof of all Federal and State Law Compliance, including the Gramm-Leach-Bliley and the Fair Debt Collection Acts.

### **SERVICE AGREEMENT**

These signed documents stand as proof that the Jefferson County has an on-going document destruction system. The length of your service agreement is flexible; however the incentive to signing a longer agreement is a price lock for the term of the agreement. This provides a win-win situation for Jefferson County and Shred-it.

### **HANDLING OF CONFIDENTIAL MATERIALS:**

A Shred-it Customer Service Representative (CSR) \*\* will be responsible for all materials from the time the materials are removed from the locked consoles until they have been completely destroyed. The chain of custody will be limited to the Customer Service Representative since he will be the only person handling the materials until the shredding is completed.

**\*WE BELIEVE OUR PATENTED CROSS CUT SHREDDING MECHANISM IS A MORE SECURE METHODOLOGY THAN OTHER SHREDDING TRUCKS AS IT ENSURES THAT NO MATERIAL IS BEING LEFT IN A SHREDDING HOPPER. ALL OUR SHREDDING TAKES PLACE IN A CAGED, SECURE ENVIRONMENT.**

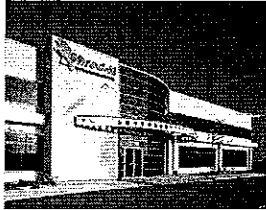
### **LOCKED SECURITY CONSOLES:**

Shred-it will provide locked security consoles for convenient, secure storage of confidential materials until they are collected. These consoles have been tested and approved as the most secure container for confidential material. The beveled slot placed on top ensures maximum security and allows for maximum storage. We can provide bags in the event that there is not enough space for our containers.

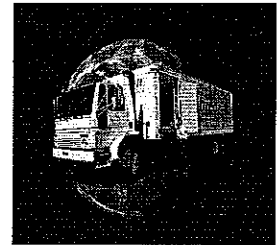


## **2. SHRED-IT: BACKGROUND AND PROCEDURES**

Shred-it is the **World's leading** on-site, mobile paper shredding and recycling company. We have pioneered the way in which confidential material is handled and destroyed. We have entered into our second decade of operation and are continuing growth at a rapid pace. The company's international headquarters located in Toronto, Canada began on-site shredding in 1988 with a single goal: to be the destruction company of choice for companies across North America and around the world. Shred-it has expanded to over 100 locations across North America and 300 locations world-wide.



Our continued commitment to total customer satisfaction is the foundation to the success of our company. Shred-it will consistently deliver the highest security, cost effectiveness, convenience and environmentally friendly service available. It is through application of these principles that Shred-it will continue lead the on-site shredding industry.



The Shred-it on-site document destruction process allows companies to exceed all standards pertaining to physical safeguards:

- To ensure the integrity and confidentiality of the information.
- To protect against any reasonably anticipated threats or hazards to the security or integrity of the information and unauthorized uses or disclosures of the information

Shred-it has developed a confidential document storage console (container) specifically designed for security and convenience. Each console is fabricated with a deadbolt lock and an off-set document slot to prevent unauthorized removal of material. The unit will securely hold approximately 125 pounds of material. We also provide 64 gallon totes as well. These consoles and totes are supplied at no charge to the client and are placed according to the unique needs of the customer.



The Shred-it process allows for the destruction of a wide variety of information media. As information technology develops, more and more confidential information is being stored electronically or on film. We realize that this material must also be destroyed in the same safe and confidential manner as paper documents. With Shred-it, you have the capability to accomplish just this. Finished products or prototypes must also be destroyed to ensure they do not end up in the hands of people they were not intended for.

### **3. SHRED –IT: PERSONNEL QUALIFICATIONS**

Shred-it policy demands that only individuals that meet our high standards and strict qualifications be hired to handle confidential documents. Security and safety combined with attention to detail and focus on customer service are the type of individuals we hire at Shred-it.

Our Customer Service Representatives (CSR's) are put through an extensive screening process that includes multiple interviews, a psychological profile and a background check. Background check includes Drug Screen, Driving History, Employment History, Reference Check and Credit Check. Choice Plus administers all background checks for Shred-it St. Louis Customer Service Representatives. In addition, the majority of Customer Service Representatives in St. Louis have undergone background checks administered by the Federal Bureau of Investigation. All service reps are undergoing this process.

Customer Service Representatives are put through an initial comprehensive training program. CSR's must show a thorough understanding of Shred-it policies and procedures within a probationary period prior to attaining full CSR status. CSR's are monitored on and on-going basis to ensure full compliance with Shred-it requirements and to reinforce proper procedure.

Continuing education takes place monthly. CSR's attend compulsory training sessions designed to support and update existing Shred-it methods and to introduce new requirements and procedures. CSR's must show proficiency on an on-going basis through spot field checks by supervisory personnel and client satisfaction surveys.

#### **Shred-it CSRs must meet the following success profile:**

- Adaptability
- Integrity
- Ability to communicate
- Client Service Orientation
- Responsibility
- Interpersonal Skills
- Driving Competency
- Organizational Skills

#### **Shred-it CSR's have met the following minimum qualifications:**

- Must be Bondable and pass a comprehensive background check
- High School Diploma or Equivalent
- Strong client service/relations skills
- Meet State/Federal requirements for vehicles (CDL license)
- Demonstrated prior driving experience
- Ability to work in a diverse environment
- Demonstrated ability to handle the physical demands of the job

**4. DETAILS AND PRICING**

**Cost for destruction of up to two (2) consoles... ..\$ 40.00**

**Cost or rental fee for Containers.....Free**

**Cost of travel time to and from your location.....Free**

**Frequency.....Bi-Weekly**

**Special Projects/Purges.....\$6/banker box, \$8/file box  
\$13 per hard drive (A minimum charge will apply)**

**\*\*Any additional containers required will be billed at \$10/console or \$15 64 gallon tote. Any additional full bags (above and beyond the two containers) will also be billed at \$10/bag.**



**JEFFERSON COUNTY**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
 729 MAPLE ST / PO BOX 100  
 HILLSBORO MO 63050  
 WWW.JEFFCOMO.ORG

**Invitation for Bid: PAPER SHREDDING AND RECYCLING SERVICE Date Issued: 8-18-15**

BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, SEPTEMBER 15, 2015, AT 2:00 P.M. LOCAL TIME.

**Specification  
 Contact:**

**KRISTY MOSS**  
 Department of the Public Works  
 636-797-5569  
 kmoss@jeffcomo.org

**Contract  
 Contact:**

**VICKIE PRATT**  
 Department of Administrative Services  
 636-797-5380

**Mail (3) Three  
 Complete Copies  
 With Vendor And  
 Bid Information As  
 Shown In Sample:**

SAMPLE ENVELOPE

<i>VENDOR NAME</i>	
<i>VENDOR ADDRESS</i>	
<i>CONTACT NUMBER</i>	DEPARTMENT OF THE COUNTY CLERK
	JEFFERSON COUNTY MISSOURI
	729 MAPLE ST / PO BOX 100
	HILLSBORO MO 63050-0100
SEALED BID: (BID NAME)	

**Contract Term:**  
 UPON APPROVAL OF THE  
 COUNTY COUNCIL AND  
 COUNTY EXECUTIVE

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. This Bid, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful Bidder. Price increases for renewals are not authorized unless approved in writing by the County.

**Vendor  
 Information:**

<u>St. Louis Recycling</u>	<u>SHAWN SMEDLEY</u>
Company Name	Authorized Agent (Print)
<u>1345 W. Lark Industrial Drive</u>	<u>[Signature]</u>
Address	Signature
<u>Fenton, MO 63025 (Jefferson County)</u>	<u>President</u>
City/State/Zip Code	Title
<u>636-326-8282 x3</u>	<u>9/10/15</u> <u>47-3437281</u>
Telephone #	Date      Tax ID #
<u>Shawn@stlouisrecycling.com</u>	<u>636-326-8282</u>
E-mail	Fax #

**SPECIFICATIONS**

**PAPER SHREDDING AND RECYCLING SERVICE**

1. The bid prices will remain firm for the term of the agreement unless otherwise agreed upon in writing by the County.
2. The County of Jefferson, Missouri or its duly authorized representative shall settle all disputes.
3. Payment will be made monthly upon receipt of a complete monthly statement/invoice.
4. Permits, Licenses, Inspections and Taxes. The contractor shall obtain and pay for all permits and licenses and shall give all notices, pay all taxes and comply with all laws, ordinances, rules and regulations bearing on the work.
5. The company receiving the bid is to have trucks of sufficient capacity and structure to handle the size of containers needed. The trucks are to be kept in good repair and the drivers are to be instructed in driving on the County property, as to carefulness in watching for pedestrians and, thereby, preventing accidents.
6. Containers shall be cleaned and disinfected as needed. They shall be mounted on wheels or skids and have lids.
7. Extra pick-ups: It should be noted that there could be several additional pick-ups that are needed during the year due to special events. Please state in your quotation the additional cost per pick-up, or if it is included in your base bid at no extra charge.
8. Billing will be done by location.
9. **Service for all locations below will be: bi-weekly bin pickup, retrieval, and hauling of office paper material to be shredded or recyclables ( paper, plastic, cardboard, aluminum, etc) as designated.**
10. Bins for Shredding paper material SHALL be lockable.
11. ALL RECYCLING AND SHREDDING BIDS SHALL BE LOCATED INSIDE THE BUILDINGS.
12. All bins will have a 96 Gallons capacity.
13. Drivers will be picking up in the buildings from the County designated areas.

LISTED BELOW ARE THE BUILDING ADDRESSES AND ESTIMATED NUMBER OF THE CONTAINERS NEEDED AT EACH LOCATION:

ALL BIN PICK UPS WILL BE EVERY OTHER WEEK. Service provider to make available to the County ( at the time of award acceptance) the schedule of the bin pick-ups (days and times)

1. **Courthouse** 300 Main St., Hillsboro MO
  - a. 4 Recycling bins. Price for bin rental and retrieval \$ 40.00 4x10
  - b. 5 Shredding bins. Price for bin rental and retrieval\$ 5.00
2. **Annex** 725 Maple St., Hillsboro MO
  - a. 4 Recycling bins. Price for bin rental and retrieval \$ 40.00 4x10
  - b. 1 Shredding bins. Price for bin rental and retrieval\$ 1.00
3. **Administration** 729 Maple St., Hillsboro MO
  - a. 6 Recycling bins. Price for bin rental and retrieval \$ 60.00 6x10
  - b. 1 Shredding bins. Price for bin rental and retrieval\$ 1.00
4. **3rd Street Annex** 301 Third St. Hillsboro, MO
  - a. 1 Recycling bins. Price for bin rental and retrieval \$ 10.00 1x10
5. **Facilities** 739 Maple St. Hillsboro MO
  - a. 2 Recycling bins. Price for bin rental and retrieval \$ 20.00 2x10
6. **EDC** 5217 Highway BB, Hillsboro MO
  - a. 1 Recycling bins. Price for bin rental and retrieval \$ 10.00 1x10
7. **Justice Center** 400 First St, Hillsboro MO
  - a. 1 Shredding bins. Price for bin rental and retrieval\$ 1.00

(14) R  
(8) S

Additional bins per location and Additional pickup per week

1. Courthouse

- a. Cost for additional Recycling bin rental and retrieval \$ 10.00
- b. Cost for additional Shredding bin rental and retrieval \$ 1.00
- c. Cost for additional pickup (per week) \$ 100.00 (covers all locations)

2. Annex

- a. Cost for additional Recycling bin rental and retrieval \$ 10.00
- b. Cost for additional Shredding bin rental and retrieval \$ 1.00
- c. Cost for additional pickup (per week) \$ 100.00 (covers all locations)

3. Administration

- a. Cost for additional Recycling bin rental and retrieval \$ 10.00
- b. Cost for additional Shredding bin rental and retrieval \$ 1.00
- c. Cost for additional pickup (per week) \$ 100.00 (covers all locations)

4. 3<sup>rd</sup> Street Annex

- a. Cost for additional Recycling bin rental and retrieval \$ 10.00
- b. Cost for additional Shredding bin rental and retrieval \$ 1.00
- c. Cost for additional pickup (per week) \$ 100.00 (covers all locations)

5. Facilities

- a. Cost for additional Recycling bin rental and retrieval \$ 10.00
- b. Cost for additional Shredding bin rental and retrieval \$ 1.00
- c. Cost for additional pickup (per week) \$ 100.00 (covers all locations)

6. EDC

- a. Cost for additional Recycling bin rental and retrieval \$ 10.00
- b. Cost for additional Shredding bin rental and retrieval \$ 1.00
- c. Cost for additional pickup (per week) \$ 100.00 (covers all locations)

7. Justice Center

- a. Cost for additional Recycling bin rental and retrieval \$ 10.00
- b. Cost for additional Shredding bin rental and retrieval \$ 1.00
- c. Cost for additional pickup (per week) \$ 100.00 (covers all locations)



**JEFFERSON COUNTY**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
 729 MAPLE ST / PO BOX 100  
 HILLSBORO MO 63050  
 WWW.JEFFCOMO.ORG

**Invitation for Bid: PAPER SHREDDING AND RECYCLING SERVICE Date Issued: 8-18-15**

BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, SEPTEMBER 15, 2015, AT 2:00 P.M. LOCAL TIME.

**Specification  
 Contact:**

**KRISTY MOSS**  
 Department of the Public Works  
 636-797-5569  
 kmoss@jeffcomo.org

**Contract  
 Contact:**

**VICKIE PRATT**  
 Department of Administrative Services  
 636-797-5380

SAMPLE ENVELOPE

**Mail (3) Three  
 Complete Copies  
 With Vendor And  
 Bid Information As  
 Shown In Sample:**

VENDOR NAME	
VENDOR ADDRESS	
CONTACT NUMBER	DEPARTMENT OF THE COUNTY CLERK
	JEFFERSON COUNTY MISSOURI
	729 MAPLE ST / PO BOX 100
	HILLSBORO MO 63050-0100
SEALED BID: (BID NAME)	

**Contract Term:**  
 UPON APPROVAL OF THE  
 COUNTY COUNCIL AND  
 COUNTY EXECUTIVE

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. This Bid, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful Bidder. Price increases for renewals are not authorized unless approved in writing by the County.

**Vendor  
 Information:**

<i>Citishred, LLC</i>	<i>Gregory F. Wolfner</i>
Company Name	Authorized Agent (Print)
<i>9242 Clayton Road</i>	Signature
Address	
<i>St. Louis, Mo. 63124</i>	<i>OWNER</i>
City/State/Zip Code	Title
<i>314-800-6545</i>	<i>9/15/15</i>
Telephone #	Date
<i>gwolfner@citishred.com</i>	<i>27-1511274</i>
E-mail	Tax ID #
	<i>314-993-1560</i>
	Fax #

**SPECIFICATIONS**

**PAPER SHREDDING AND RECYCLING SERVICE**

1. The bid prices will remain firm for the term of the agreement unless otherwise agreed upon in writing by the County.
2. The County of Jefferson, Missouri or its duly authorized representative shall settle all disputes.
3. Payment will be made monthly upon receipt of a complete monthly statement/invoice.
4. Permits, Licenses, Inspections and Taxes. The contractor shall obtain and pay for all permits and licenses and shall give all notices, pay all taxes and comply with all laws, ordinances, rules and regulations bearing on the work.
5. The company receiving the bid is to have trucks of sufficient capacity and structure to handle the size of containers needed. The trucks are to be kept in good repair and the drivers are to be instructed in driving on the County property, as to carefulness in watching for pedestrians and, thereby, preventing accidents.
6. Containers shall be cleaned and disinfected as needed. They shall be mounted on wheels or skids and have lids.
7. Extra pick-ups: It should be noted that there could be several additional pick-ups that are needed during the year due to special events. Please state in your quotation the additional cost per pick-up, or if it is included in your base bid at no extra charge.
8. Billing will be done by location.
9. **Service for all locations below will be: bi-weekly bin pickup, retrieval, and hauling of office paper material to be shredded or recyclables ( paper, plastic, cardboard, aluminum, etc) as designated.**
10. Bins for Shredding paper material SHALL be lockable.
11. ALL RECYCLING AND SHREDDING BIDS SHALL BE LOCATED INSIDE THE BUILDINGS.
12. All bins will have a 96 Gallons capacity.
13. Drivers will be picking up in the buildings from the County designated areas.

LISTED BELOW ARE THE BUILDING ADDRESSES AND ESTIMATED NUMBER OF THE CONTAINERS NEEDED AT EACH LOCATION:

ALL BIN PICK UPS WILL BE EVERY OTHER WEEK. Service provider to make available to the County ( at the time of award acceptance) the schedule of the bin pick-ups (days and times)

1. **Courthouse** 300 Main St., Hillsboro MO
  - a. 4 Recycling bins. Price for bin rental and retrieval \$
  - b. 5 Shredding bins. Price for bin rental and retrieval \$ 90.00
2. **Annex** 725 Maple St., Hillsboro MO
  - a. 4 Recycling bins. Price for bin rental and retrieval \$
  - b. 1 Shredding bins. Price for bin rental and retrieval \$ 45.00
3. **Administration** 729 Maple St., Hillsboro MO
  - a. 6 Recycling bins. Price for bin rental and retrieval \$
  - b. 1 Shredding bins. Price for bin rental and retrieval \$ 45.00
4. **3rd Street Annex** 301 Third St. Hillsboro, MO
  - a. 1 Recycling bins. Price for bin rental and retrieval \$
5. **Facilities** 739 Maple St. Hillsboro MO
  - a. 2 Recycling bins. Price for bin rental and retrieval \$
6. **EDC** 5217 Highway BB, Hillsboro MO
  - a. 1 Recycling bins. Price for bin rental and retrieval \$
7. **Justice Center** 400 First St, Hillsboro MO
  - a. 1 Shredding bins. Price for bin rental and retrieval \$ 45.00



Additional bins per location and Additional pickup per week

1. Courthouse
  - a. Cost for additional Recycling bin rental and retrieval \$ —
  - b. Cost for additional Shredding bin rental and retrieval \$ 10.00
  - c. Cost for additional pickup (per week) \$ 45.00
  
2. Annex
  - a. Cost for additional Recycling bin rental and retrieval \$ —
  - b. Cost for additional Shredding bin rental and retrieval \$ 40.00
  - c. Cost for additional pickup (per week) \$ 45.00
  
3. Administration
  - a. Cost for additional Recycling bin rental and retrieval \$ —
  - b. Cost for additional Shredding bin rental and retrieval \$ 10.00
  - c. Cost for additional pickup (per week) \$ 45.00
  
4. 3<sup>rd</sup> Street Annex
  - a. Cost for additional Recycling bin rental and retrieval \$ —
  - b. Cost for additional Shredding bin rental and retrieval \$ 10.00
  - c. Cost for additional pickup (per week) \$ 45.00
  
5. Facilities
  - a. Cost for additional Recycling bin rental and retrieval \$ —
  - b. Cost for additional Shredding bin rental and retrieval \$ 10.00
  - c. Cost for additional pickup (per week) \$ 45.00
  
6. EDC
  - a. Cost for additional Recycling bin rental and retrieval \$ —
  - b. Cost for additional Shredding bin rental and retrieval \$ 10.00
  - c. Cost for additional pickup (per week) \$ 45.00
  
7. Justice Center
  - a. Cost for additional Recycling bin rental and retrieval \$ —
  - b. Cost for additional Shredding bin rental and retrieval \$ 10.00
  - c. Cost for additional pickup (per week) \$ 45.00

