

INYO COUNTY RECYCLING WASTE MANAGEMENT
163 May Street, Bishop, CA 93514

REQUEST FOR PROPOSALS

Inyo County Recycling Waste Management (RWM) is requesting proposals to perform **document shredding services** for County offices in the communities of Bishop, Big Pine, Independence and Lone Pine, California, for the fiscal years of July 1, 2018 through June 30, 2021.

The term of the contract will be for a period of three fiscal years. The selected proposer will be required to enter into County of Inyo Standard Contract No. 124 and provide proof of insurance coverage as noted in the contract. A NAID certification is also required.

SCOPE OF WORK

The contractor will be required to service the department bins on a once per month schedule, or more often if requested by the County. The contractor will enter the office during normal business hours, empty the office recycling bin into a larger container, and transport the material to the contractor's document destruction vehicle where the contents of the bin will be shredded and bagged. Once the shredding has been completed the shredded paper will be taken from the vehicle and stored in a secure manner and will be transported by the contractor to a recycling mill.

The contractor will be required to provide a variety of bin sizes to meet the County department needs. The contractor will be required, as part of the services, to provide all necessary equipment and tools to provide the required services. Attached is a list of the required bins, bin sizes and locations. (Please note that bin size and locations may change during the contract term.)

Your proposal must provide service detail, a list of the available bin sizes and the cost to provide the services.

PROPOSAL TOTAL: \$ _____ ANNUALLY

PROPOSAL AWARD

The lowest annual dollar amount proposal received after applying any applicable Local (or) Small Business Preference (Inyo County Ordinance No. 1156, Inyo County Code, Chapter 6.06), shall be selected for the contract award.

CONTRACTING PREFERENCES FOR LOCAL AND SMALL BUSINESSES

There is a contracting preference of 5% for small business enterprises (or) 8% for local businesses available for the Request for Proposals. To be eligible for a preference, a small business enterprise must submit proof of certification from the State of California or the Small Business Administration as a small business. A local business must provide documentation that it is a local business as defined by Inyo County Code Sec. 6.06.020(B) with its proposal submittal. A “Local Business Verification Form” is available at http://www.inyocounty.us/Documents/Local_Business_Verification.pdf. This form must be completed and submitted with proposal.

Proposals must be returned no later than 3 P.M. Wednesday, March 14, 2018 to Inyo County Recycling Waste Management, 163 May Street, Bishop, CA, 95314. Contact Recycling Waste Management at (760) 873-5577 if you have any questions. Late proposals will not be accepted.

Proposer: _____ **Address:** _____

By: _____ **Date:** _____

Telephone: _____ **E-mail:** _____

DOCUMENT SHREDDING LOCATIONS

INDEPENDENCE

Administration Building, 224 N Edwards	(2) 64-gallon bins
Board Clerk	
CAO	
County Counsel	
Personnel	
Purchasing	
Annex Building, 168 N Edwards	(1) 96-gallon bins
Assessor	(3) Executives
Environmental Health	
Planning	
Info Services	
Public Works	
Courthouse, 168 N Edwards	
First Floor (Basement)	(1) Executive
Library	
Municipal Court	
Museum	
2nd Floor	(1) Executive
Court	
County Clerk	
Information Services	
Treasurers	
Auditor - 1/4 of 2nd flr bin	
Auditor's Office - their own 38 gal bin	(3) Executives
3rd Floor-District Attorney	(1) Executive
3rd Floor-Superior Court	(1) Executive
Health/Human Services, 155 N Edwards	(1) 64-gallon bin
Jail, 550 S Clay Street	(1) 96-gallon bin
Juvenile Hall, 201 Mazourka Road	(1) Executive
135 S Jackson Street, Water Dept, Yucca Mtn	(1) Executive
Water	
Yucca Mtn	

LONE PINE

380 N. Mt. Whitney Road, Health & Probatio (1) Executive
Probation
Social Services

726 N Main Street, Sheriff's Substation, (1) 38 gallon bin

BISHOP

163 May Street - Administration & Health
Administration (1) 64 gallon bin
CAO (1) 64 gallon bin
County Counsel
HHS
Motor Pool
Parks
Personnel
Risk Management
Solid Waste

Central Services, 207 West South Street (1) 96 gallon bin
Ag Commissioner
Animal Control
Farm Advisor
Public Health (1) 38 gallon bin
Veterans Office

162-J Grove Street
Behavioral Health (1) 96-gallon bin
ESAAA (1) 38 gallon bin
Public Admin/Guardian

162 E Line Street, Suite B, Child Support
Child Support (1) Executive
District Attorney (1) 38 gallon bin

301 W Line Street
Sheriff Substation (1) 38 gallon bin
Superior Court (1) Executive

920 N Main Street, Probation/Social Services
Probation (1) 38 gallon bin
Social Services (2) Executives