City of Rochester, New Hampshire
Office of Finance and Administration
31 Wakefield Street • Rochester, NH 03867-1917
(603) 335-7609   Fax (603) 332-7589

CITY OF ROCHESTER, NEW HAMPSHIRE

INVITATION TO BID

The City of Rochester, New Hampshire, is accepting sealed bids for **Destruction of Confidential Documents.** Bids must be submitted in a sealed envelope plainly marked:

"Destruction of Confidential Documents"
"**Bid 12-01**"
City of Rochester, New Hampshire
31 Wakefield St
Rochester, NH 03867
Attn: Purchasing Agent

All bids must be received no later than **"July 7th, 2011"** at **"2:15"** p.m. Actual bid opening will begin at 2:30 p.m. No late bids, faxed, e-mailed or telephone bids will be accepted. Bid proposals and specifications may be obtained from the City of Rochester's website, www.rochesternh.net, contacting the purchasing agent via email at purchasing@rochesternh.net, calling the Purchasing Agent at 603-335-7602, or visiting the City Hall Business Office, 31 Wakefield Street, Rochester, NH 03867. All bids must be made on the bid form(s) supplied, and the bid form(s) must be fully completed when submitted.

Destruction of Confidential Documents

SCOPE – The CITY OF ROCHESTER, NH is the fifth largest city in New Hampshire with more than 30,000 residents. The City employs 310 full-time and part-time employees. The City government has several departments that create, receive, file and discard confidential documents.

Contract Start Date: August 1, 2011
Contract Ending Date: August 30, 2011

The successful contractor shall be required to perform the destruction of confidential documents based on the needs of each departmental location. Required services include, but are not limited to, the following:
• Provide locked security containers
• Drop-off and pick-up of containers upon request of the City
• Transportation of containers to the destruction and/or disposal site
• Complete and secure destruction process
• Employees collecting confidential documents shall be bonded
• Shredded material shall be recycled and not sold to other parties
• The destruction process shall be executed under direction of the City's Director of Finance or designee
• Certificates of destruction shall be provided after each process completion

Two basic pricing proposals are being sought:
1. An initial one-time "larger than usual" volume of documents destruction event – since the City has not routinely carried out a purging of unwanted paper files, it is anticipated that the initial volume will be greater than normal. It is anticipated that vendors might therefore mobilize for this effort differently. It is also anticipated that this initial process will occur in August of 2011.
2. An annual "maintenance" process – after the initial process detailed above, the City plans to schedule routine annual file purges. It is anticipated that vendors might therefore mobilize for this effort on a smaller scale. It is anticipated that this annual process will begin in August of 2012 (note – due to the timing of this event the quotation for this process will only be used for budgeting purposes).
3. Pricing is to be based not upon weight of documents, but instead upon size of container supplied and cost per container "processed." Sizes of containers available are to be specified in proposal as well as cost per single processing of each container size.

VENDOR QUALIFICATION CRITERIA
Vendor minimum qualification criteria include, but are not limited to, the following:
1. Vendor shall be regularly and continuously engaged in the business of providing services of destruction of confidential documents for at least the last five (5) years.
2. Vendor shall possess the ability to initiate, develop, and finalize a complete secure process of destruction of confidential documents in accordance with CITY OF ROCHESTER, NH requirements.
3. Successful implementation and completion of at least three (3) successful contracts for an entity of similar size and scope to the CITY OF ROCHESTER, NH within the last five (5) years. A successful contract is defined as a contract that was completed to the satisfaction of the client, always on time and within budget. A list of these contracts with customer contact information must be submitted with proposal. The purpose of requesting said references is standard practice when conducting a competitive RFP process. The primary intent is to gather feedback from current and past clients that can speak to the bidder's level of service and/or any potential areas of concern.
4. Vendor shall possess all local/state/federal permits, licenses and professional credentials necessary to perform the required services.

5. Vendor must be fully National Association for Information Destruction (NAID) Certified and in full compliance with NAID auditing requirements. Simply being a member of NAID is not sufficient.

Questions regarding this RFP must be submitted <u>in writing</u> via letter or email to:
Purchasing Office
Rochester City Hall
31 Wakefield Street
Rochester, NH 03861
Email: purchasing@rochesternh.net
Written questions will be answered in writing as formal addendums and provided to all known bidders. To become a known bidder, send a brief letter indicating your intention to bid, no later than one week before the bid due date.

Contract Start Date: August 1, 2011
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With regard to submitted proposals, if one vendor can demonstrate a unique value proposition that has not been put forth by any competing bidder, where the City might discover an advantage to incorporating said proposition into their future document destruction program, the vendor should be aware that all bid responses are public documents per RSA 91-A:3.

VENDOR NAME:_____

CONTACT PERSON:_____

SIGNATURE:_____

ADDRESS:_____

TELEPHONE:_____FAX#_____E-MAIL_____

PREVIOUS CONTRACTS of a Similar Size & Scope

Company_____   Company_____

Address_____   Address_____

_____   _____

Phone_____   Phone_____

Contact _____   Contact_____

"Initial" One Time Cost (large volume)
Container Size   per unit "Processing" cost

A. _____ $_____

B. _____ $_____

C. _____ $_____

D. _____ $_____

"Annual" Cost (budgeting purposes)
Container Size   per unit "Processing" cost

A. _____ $_____

B. _____ $_____

C. _____ $_____

D. _____ $_____