



BID SUMMARY FORM

PROJECT NUMBER 2020-15
 PROJECT NAME SHREDDING SERVICES
 BID DUE DATE NOVEMBER 12, 2019 – 1:30 P.M. (LOCAL TIME)
 DEPARTMENT FINANCIAL SERVICES FOR ALL DEPARTMENTS

	OFFICE PRO JANESVILLE WI		IRON MOUNTAIN ADDISON IL	
	OFF-SITE	ON-SITE	OFF-SITE	ON-SITE
2020 COST PER POUND	.047	.08	.05	.08
2021 COST PER POUND	.047	.08	.05	.08
2022 COST PER POUND	.047	.08	.05	.08

Invitation to Bid was advertised in the Beloit Daily News and on the Internet. One additional vendor was solicited that did not respond.

PREPARED BY: Shilo Titus, Purchasing Specialist

DEPARTMENT HEAD RECOMMENDATION: _____

SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR VOTE DATE

EXECUTIVE SUMMARY

Bids were solicited from qualified individuals, firms, partnerships and corporations having specific experience in paper shredding for various Rock County departments as needed. The objective of this Invitation to Bid is to enter into a one-year contract with the option to renew for two additional one-year periods, not to exceed a total of three years. The contract period will begin on January 1, 2020. Bids will remain in effect for the 2020 through 2022 calendar years.

Rock County generates approximately 82,000 – 98,000 pounds of paper to be shredded yearly.

Bids were solicited from three companies involved in this type of work with only two vendors responding. The Purchasing Specialist reviewed the Bids for compliance with the specifications and recommends Office Pro as the successful vendor.