



**#2022-35
REQUEST FOR PROPOSAL
SHREDDING SERVICES
FOR
VARIOUS ROCK COUNTY DEPARTMENTS
COUNTY OF ROCK, WISCONSIN**

Bids due in Rock County Purchasing Division by:

November 7, 2022 - 2:00 p.m. (local time)

Bids received after this date and time will be rejected.

Bids shall remain in effect 60 days from due date.

Address Bid to: Shilo Titus, Purchasing Specialist
Rock County Courthouse
Purchasing Division
51 S. Main Street
Janesville WI. 53545

*****MARK SEALED ENVELOPE: #2022-35 SHREDDING SERVICES*****

Rock County reserves the right to accept or reject any or all bids; to waive any technicality or error in any bid or part therein, and to accept the same or combinations, in whole or in part, whichever is deemed to be in the best interest of Rock County.

Contracts are awarded to the lowest, most qualified, responsible, and responsive bidder based on the base bid and full consideration of any or all alternatives, as may be in the best interest of Rock County. In determining the award of contract, Rock County will consider the scope of the work involved, timeliness of delivery, competency of bidder, bidder's ability to render satisfactory service, and past performance. If two or more bidders submit identical bids, Rock County will make award to bidder of its choice and such decision will be final.

INSTRUCTIONS FOR BIDS

The bidder is required to submit their RFP Via Demandstar, email (shilo.titus@co.rock.wi.us) or in a sealed envelope marked #2022-35 to Shilo Titus, Financial Services Purchasing Division, 51 South Main, Janesville, WI 53545. All bids shall be received by **2:00 p.m. (local time), November 7, 2022**. Any bid submitted after this date and time will be rejected.

Bids shall be signed with named printed below signature. Where Bidder is a Corporation, Bid shall be signed with the legal name of the Corporation followed by the legal signature of an officer authorized to bind the Corporation to contract.

INQUIRIES

All questions concerning this RFP shall be submitted **in writing** to shilo.titus@co.rock.wi.us.

PROJECTED TIMETABLE

Issue RFP	10/17/22
RFP Due	11/7/22 – 2:00 p.m.(local time)
Contract Execution	01/01/23

Vendors not involved in the final selection process will be notified in writing. The above schedule is for informational purposes only and is in no way binding upon Rock County.

VENDOR SUPPLIED DOCUMENTATION AND MATERIALS

All vendor-supplied materials, including the vendor's bid, become the property of Rock County. We will work with vendors to meet their confidentiality requirements if they are within reason. All vendor confidential material shall have each page clearly marked as confidential. Rock County's determination to treat matters as public or confidential under the Wisconsin Open Records Law shall be final.

BID AND PRESENTATION COSTS

Rock County will not be liable in any way for any costs incurred by the offerors in the presentation of their bid in response to this Invitation to Bid nor for the presentation of their bid and/or participation in any discussions or negotiations.

COMPLIANCE WITH INVITATION TO BID

Bids submitted shall be in strict compliance with the Invitation to Bid. Failure to comply with all provisions on the ITB may result in disqualification. Failure to visit the site or failure to examine all Contract Documents will in no way relieve the successful Bidder from necessity of furnishing any materials or equipment, or performing any work, that may be required to complete the work in accordance with the drawings and specifications. Neglect of the above requirements will not be accepted as reason for the delay in the work or additional compensation.

IMPLIED REQUIREMENTS

Products and services that are not specifically addressed in this Invitation to Bid, but which are necessary to provide functional capabilities proposed by the offeror, shall be included in the bid.

NON-DISCRIMINATION

In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01 (5)(a), sexual orientation, national origin, or military service as defined in §111.355(1), Wis. Stats. This provision shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor further agrees to take affirmative action to ensure equal employment opportunities. The contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the non-discrimination clause (Wisconsin Statutes S.16.765 (2)).

INDEMNIFICATION

The contractor to perform services for Rock County shall indemnify, hold harmless, and defend Rock County, its officers, agents, and employees from any and all liability including claims, demands, losses, costs, damages and expenses of any kind and description or damage to person or property arising out of or in connection with or occurring during the course of any agreement between the contractor and Rock County where such liability is founded upon or grows out of the acts, omissions, negligence or misconduct of any agents or employees of the contractor.

INSURANCE REQUIREMENTS

The Contractor further agrees that to protect itself and County it will always during the term of this agreement keep in force and effect worker's compensation, comprehensive general, and auto liability insurance policies by a company or companies authorized to do business in Wisconsin with limits of:

Personal and bodily injury	Per person	\$1,000,000
	Per accident	\$2,000,000
Property damage:	Each Occurrence	\$500,000
	Aggregate	\$500,000

Coverage shall apply as primary with County named as an added insured. Contractor shall furnish satisfactory proof of insurance to County prior to the date of Contract Execution or commencing work for the County.

REQUEST FOR CLARIFICATION

All requests by Rock County for clarification of bids will be in writing. Such requests shall not alter the offeror's pricing information contained in its bid.

PROOF OF COMPETENCY OF BIDDER

Any Bidder may be required to furnish evidence satisfactory to Rock County that the Bidder and proposed subcontractors have sufficient means, expertise, financial ability, and experience in the types of work bid to assure completion of the Contract in a satisfactory manner.

MODIFICATION AND WITHDRAWAL

Bids may not be modified after submittal. Bidders may withdraw Bids at any time before the Bid opening but may not resubmit them. No Bid may be withdrawn or modified after the Bid opening except where the award of Contracts has been delayed for more than 60 days from the day of the Bid opening.

DEVIATION AND EXCEPTIONS

Deviations and exceptions from terms, conditions, or specifications will be described fully under the bidder's letterhead, signed, and attached to the Bid. In the absence of such statements, the bid will be accepted as in strict compliance with all terms, conditions, and specifications and the bidder shall be held liable.

SUBSTITUTIONS

When substitutions are bid, they shall be identified by manufacturer, stock number, and other descriptive information to establish equivalencies. Substitutions shall be requested prior to the question cut-off date and time. Approved substitutions will be included in an Addendum. Rock County shall be the sole judge of equivalency.

DISQUALIFICATION

Rock County reserves the right to disqualify Bids, before and after opening upon evidence of collusion with the intent to defraud or other illegal practices upon the part of the Bidder.

QUANTITIES

Quantities shown within the Invitation to Bid are based upon estimated needs. The County reserves the right to increase or decrease quantities to meet actual needs or availability of funds.

AWARD

Award will not be made to any Bidder in default of a Contract with Rock County, or to any Bidder having as its agent or employee, any individual previously in default or guilty of misrepresentation.

NOTICE TO PROCEED

Written notice of award to successful Bidder shall be in the form of a Purchase order from Rock County mailed or delivered to the address shown on the Bid and will be considered sufficient notice of acceptance of Bid, intent to award the Contract, and "Notice to Proceed" with the work.

CANCELLATION

Rock County reserves the right to cancel a purchasing contract in whole or in part without penalty due to the non-appropriation of funds or for failure of the contractor to comply with terms, conditions, and specifications of the contract. Any dispute arising as to quality and quantity is subject to arbitration as provided in Chapter 788, Wisconsin Statutes.

APPLICABLE LAW

All contracts are governed under the laws of the State of Wisconsin and are made at Rock County, Wisconsin, and venue for any legal action to enforce the terms of the agreement will be in Rock County Circuit Court.

ASSIGNMENT

No right or duty in whole or in part by the contractor under any purchasing contract may be assigned or delegated without the written consent of Rock County.

GUARANTEED DELIVERY

Failure of the contractor to adhere to the delivery schedule that is specified or to promptly replace rejected materials renders the contractor liable for all costs more than contract price if alternate procurement is necessary. Excess costs include administrative costs.

PATENTS

By accepting a contract or purchase order from Rock County, the vendor or contractor guarantees that the sale or use of the items or goods being provided will not infringe any United States patent, and covenants that it will at its own expense defend every suit which may be brought against Rock County, (provided that such party is promptly notified of such suit, and all papers therein are delivered to it) for any alleged infringement of any patent by reason of the sale or use of such article or articles, and agrees that it will pay all costs, damages and profits recoverable in such suit. The party selling to Rock County guarantees that the items or goods being provided were manufactured in accordance with applicable federal labor laws.

QUALITY LEVEL

Unless otherwise indicated in the Invitation to Bid, all materials shall be first quality. Items which are used, obsolete, or which have been discontinued are unacceptable without prior written approval by Rock County.

SAFETY REQUIREMENTS

Materials, equipment, and supplies provided to the County shall comply fully with all safety requirements that are set forth by the Wisconsin Administrative Code, Rules of the Industrial Commission on Safety, and all applicable OSHA standards. When furnishing toxic or hazardous materials as defined in sub-part "Z" of the U. S. Occupational Safety and Health Standards, the contractor shall furnish OSHA Form 20, "Material Safety and Data Sheet", for each item provided. Further, during performing the service necessary to satisfy the requirements of any Invitation to Bid, the contractor is fully liable for public and private protection while work is in progress or at any site exposed as a potential hazard. Contractor shall provide warning devices and/or signs, which shall be prominently installed and displayed, and be fully in compliance with safety regulations.

TAXES

Rock County is exempt from the payment of all federal excise taxes, registration no. 41407 (For tax-free transactions under Chapter 32 of the Internal Revenue Code. The certificate of exemption is on file with the District Attorney, U. S. Treasury Department, Internal Revenue Service, Milwaukee, Wisconsin). Rock County is exempt from Wisconsin State and Local taxes on its purchases except Wisconsin excise tax as the Wisconsin Department of Revenue does not issue state exempt numbers to Counties per Wisconsin Statute 77.54 (9) (a). Contractors performing construction activities are required to pay state user tax on the cost of materials which they purchase. Rock County is required to pay an excise tax on Wisconsin beer, liquor, wine, cigarettes, tobacco products, motor vehicle fuel engine oil and aviation fuel.

SUBSTANCE ABUSE POLICY

Pursuant to Wis. Stat. 103.503(3), contractor, subcontractor or agent of a contractor or subcontractor that will be performing any work on this public works project verifies that it has in place, prior to the commencement of any work on this project, a written program for the prevention of substance abuse among its employees. Said verification includes confirmation that the written program contains all the following:

1. A prohibition against any employee using, possessing, attempting to possess, distributing, delivering, or being under the influence of a drug, or use or be under the influence of alcohol, while performing work on this project.
2. A requirement that employees performing work on this project shall submit to random, reasonable suspicion, and post-accident drug and alcohol testing and to drug and alcohol testing before commencing work on this project, except that testing of an employee before commencing work on this project is not required if the employee has been participating in a random testing program during the ninety (90) days preceding the date on which the employee commences work on this project.
3. A procedure for notifying an employee who tests positive or who refuses to submit to drug or alcohol testing that he/she may not perform work on this project or have access to this project until he/she has submitted to the required drug or alcohol testing and does not test positive.

Rock County is not responsible for the cost of developing, implementing, or enforcing this required substance abuse prevention program in any way; nor is it responsible for the cost of drug and alcohol testing any employee. Each employer shall be responsible for said costs.

SPECIFICATIONS AND SCOPE OF WORK

A. GENERAL INFORMATION

- The contract shall commence January 1, 2023 and expire December 31, 2023. Rock County may elect to renew the contract for two additional one-year periods, 2024 and 2025, not to exceed a total of three years. It shall be at Rock County's sole discretion whether the contract is extended. Rock County may cancel the contract at any time with 30 days written notice.
- Each Rock County department **will be invoiced separately** for their shredding services. Successful contractor shall provide an ID number or classification system for each department for invoicing and record keeping purposes.
- Some departments have more than one location. Contracted vendor need only to submit one invoice for those departments. Invoice shall list location address, poundage, and cost.
- Additional departments may need to be added throughout the year.
- Rock County does **not** guarantee any minimum amount of shredding to be done.
- Off-Site shredding shall consist of pick-up of full, locked containers and replacement with empty containers at the various locations. All containers will be always locked/secured except when filling or emptying of containers.
- Contracted vendor will be contacted to drop off empty containers at specified location(s) when needed and pick up full containers when ready for shredding.
- Rock County and contracted vendor shall agree on a mutual day for drop off empty bins and pick-up for full bins. Drop off/pick up will not be more than once per week for "as needed" accounts.
- Contractor shall follow all FACTA regulations (laws governing the obligations of businesses to securely dispose of confidential consumer information) that are currently in effect.
- Contractor shall be certified by a recognized trade association (such as NAID) for off-site shredding services.
- Price Bid must include all costs related to the shredding process such as furnishing of containers, delivery of empty containers, hauling of full containers, shredding of contents and any other related costs. **Bid price shall be an all-inclusive cost-per-pound.**

B. LOCATIONS - EACH DEPARTMENT SHALL BE SET UP AND INVOICED AS A SEPARATE ACCOUNT

ACCOUNTS ON A CONTINUAL PICK-UP SCHEDULE		
LOCATION & CONTACT	BILLING ADDRESS	PICK-UP PROGRAM
ROCK HAVEN NURSING HOME 3400 COUNTY HWY F JANESVILLE WI	ROCK HAVEN NURSING HOME 3400 COUNTY HWY F JANESVILLE WI Michelle.lynn@co.rock.wi.us	2 each – 95-gal Lockable Security Containers • Vendor to empty/exchange bins • Pick up <u>every other</u> Tuesday
HUMAN SERVICES 1717 CENTER AVE JANESVILLE WI 53546	HUMAN SERVICES TONI MUNIZ PO BOX 1649 JANESVILLE WI Toni.muniz@co.rock.wi.us	13 each – 95-gal Lockable Security Containers • Vendor to empty/exchange bins • Pick-up as needed
SHERIFF'S OFFICE 200 E US HWY 14 JANESVILLE WI	SHERIFF'S OFFICE CHERI HALL 200 E US HWY 14 JANESVILLE WI Cheryl.hall@co.rock.wi.us	8 each – 95-gal Lockable Security Containers • Vendor to empty/exchange bins • Pick-up <u>every</u> Tuesday
SHERIFF'S OFFICE DIVERSION DIVISION 3506 N US HWY 51 BUILDING B JANESVILLE WI	SHERIFF'S OFFICE CHERI HALL 200 E US HWY 14 JANESVILLE WI Cheryl.hall@co.rock.wi.us	1 each – 95-gal Lockable Security Containers • Vendor to empty/exchange bins • Pick-up <u>every</u> Tuesday
ROCK CO EMERGENCY MGMT 3530 N COUNTY HWY F JANESVILLE WI	SHERIFF'S OFFICE CHERI HALL 200 E US HWY 14 JANESVILLE WI Cheryl.hall@co.rock.wi.us	1 each – 95-gal Lockable Security Containers • Vendor to empty/exchange bins • Pick-up <u>every</u> Tuesday
ROCK COUNTY SHERIFFS SOUTH STATION BLACKHAWK TECH COLLEGE 6004 COUNTY ROAD G JANESVILLE WI	SHERIFF'S OFFICE CHERI HALL 200 E US HWY 14 JANESVILLE WI Cheryl.hall@co.rock.wi.us	1 each – 95-gal Lockable Security Containers • Vendor to empty/exchange bins • Pick-up <u>every</u> Tuesday

CONTACTS FOR SITE TOURS:

Rock Haven:

David Froeber
Phone: (608) 757-5061
E-mail : david.froeber@co.rock.wi.us

Human Services Locations:

Kris Tomaszewski
Phone (608) 757-5252
E-mail : hsdsupportspecialist@co.rock.wi.us

Sheriff's Office:

Captain Curt Fell
Phone: (608)757-7906
E-mail : curt.fell@co.rock.wi.us

ACCOUNTS ON "AS NEEDED" SCHEDULE
ROCK COUNTY COURTHOUSE DEPARTMENTS
51 S MAIN STREET, JANESVILLE WI 53545

EACH DEPARTMENT SHALL BE SET UP AND INVOICED AS A SEPARATE ACCOUNT.
ALL INVOICES MAILED TO THE DEPARTMENT AT THE ABOVE ADDRESS.

- Vendor to supply 10 empty, lockable, 95-gallon containers to be provided upon start of contract.
- Containers will be kept in the vault area located on the first floor of the Courthouse.
- Departments will return all full bins to this area for pick up.
- Vendor will not be required to pick up bins in any other location within the Courthouse.
- There is a loading dock at the Courthouse with a lift.

DEPARTMENT

ADMINISTRATION – haley.thompson@co.rock.wi.us
CHILD SUPPORT – shari.foley@co.rock.wi.us
CLERK OF CIRCUIT COURT – amy.edwards@wicourts.gov
CORPORATION COUNSEL – kathi.moen@co.rock.wi.us
COUNTY CLERK – lisa.tollefson@co.rock.wi.us
DEFERRED PROSECUTION – heather.lawson@da.wi.gov
DISTRICT ATTORNEY – jenny.stanek@da.wi.gov
FACILITIES MANAGEMENT – tamera@co.rock.wi.us
FINANCIAL SERVICES – sarah.smith@co.rock.wi.us
HUMAN RESOURCES – travia.foy@co.rock.wi.us
MEDIATION & FAMILY COURT SERVICES – amy.edwards@wicourts.gov
PLANNING -
REAL PROPERTY – michelle.schultz@co.rock.wi.us
PROBATE – amy.edwards@wicourts.gov
REGISTER OF DEEDS – sandy.disrud@co.rock.wi.us
SURVEYOR – michelle.schultz@co.rock.wi.us
TREASURER – michelle.roettger@co.rock.wi.us
VETERAN SERVICES – katrina.kuffrin@co.rock.wi.us
VICTIM WITNESS – andrea.ehert@da.wi.gov

CONTACT FOR SITE TOUR:

Courthouse Locations:

Sarah Smith
Phone: (608) 757-5517
E-mail : sarah.smith@co.rock.wi.us

ACCOUNTS ON "AS NEEDED" SCHEDULE	
DEPARTMENT	LOCATION
PUBLIC HEALTH DEPARTMENT Kelly.phillips@co.rock.wi.us Kelly.phillips@co.rock.wi.us	NORTH OFFICE 3328 N US HWY 51 JANESVILLE WI 53545
	SOUTH OFFICE 61 ECLIPSE CENTER BELOIT WI 53511
DEPARTMENT OF PUBLIC WORKS Amy.hartley@co.rock.wi.us	3715 N NEWVILLE ROAD JANESVILLE WI 53545
CHILD SUPPORT Shari.foley@co.rock.wi.us	FILE STORAGE BUILDING 3530 COUNTY HWY F JANESVILLE WI 53545
CLERK OF COURTS Amy.edwards@wicourts.gov	FILE STORAGE BUILDING 3530 COUNTY HWY F JANESVILLE WI 53545
DISTRICT ATTORNEY Jenny.stanek@da.wi.gov	FILE STORAGE BUILDING 3530 COUNTY HWY F JANESVILLE WI 53545
UW EXTENSION Bradley.meier@co.rock.wi.us	3506 N US HWY 51 JANESVILLE WI 53545
VETERANS SERVICES Katrina.kufin@co.rock.wi.us	62 ECLIPSE CENTER BELOIT WI 53511

NOTE:

- Invoices for both Public Health Department locations should be sent to the Janesville address for payment.
- Invoices for Child Support, Clerk of Courts, District Attorney and Veterans Services for bins picked up at the File Storage Building or Beloit should be sent to the department at the Courthouse address.
- For pick-up and drop off at the File Storage Building, vendor will need to contact the Rock Haven Maintenance Department to be let into the locked building.

ACCOUNTS ON "AS NEEDED" SCHEDULE	
HUMAN SERVICES LOCATIONS	
INVOICE ADDRESS	PICK-UP LOCATIONS
HUMAN SERVICES TONI MUNIZ PO BOX 1649 JANESVILLE WI 53547-1649 Toni.muniz@co.rock.wi.us	MEDICAL RECORDS 3530 N COUNTY TRUNK F JANESVILLE WI BELOIT COMMUNITY SUPPORT BELOIT COUNSELING CENTER BELOIT JUVENILE PROBATION HUMAN SERVICES 64 ECLIPSE CENTER BELOIT WI 53511 YOUTH SERVICES CENTER 210 E US HWY 14 JANESVILLE WI 53545

ON-SITE SHREDDING ON "AS NEEDED" SCHEDULE	
911 COMMUNICATIONS CENTER 3636 NORTH COUNTY HWY F JANESVILLE WI 53545 Faiht.Quinlan@co.rock.wi.us	SPECIAL INSTRUCTIONS: ALL SHREDDING FOR THIS LOCATION MUST BE COMPLETED <u>ON-SITE</u> .

- For on-site shredding, the contractor shall pick-up full, locked containers, complete shredding on-site at the Communications Center and replace the empty containers at the pick-up point.
- Contractor shall verify with the Communications Center contact or Director if they want a representative to view the shredding of documents prior to starting.
- Currently, the Rock County 911 Communications Center is the only department that requires on-site shredding. Other departments may request these services at some point during the contract and Bid price for on-site shredding shall be honored for all Rock County departments.



**#2020-15
PAPER SHREDDING SERVICES
BID FORM**

OFF-SITE SHREDDING SERVICES		
2023	COST PER POUND	\$
2024	COST PER POUND	\$
2025	COST PER POUND	\$

ON-SITE SHREDDING SERVICES		
2023	COST PER POUND	\$
2024	COST PER POUND	\$
2025	COST PER POUND	\$

Items to be included with Bid:

- List of current contracts held. Include, company name, contact name & phone number.
- Company procedure for on-site shredding services.
- Provide certification of Trade Association that your company is recognized by.
- Provide information that FACTA regulations are followed.

List any deviations or pertinent information to on your Company Letterhead.

Prepared By:

Signature & Title

Print Name

Company:

Address:

Phone Number:

E-Mail Address: