



City Council Report

Date: October 5, 2015
To: City Council
Through: Alex Deshuk, Chief Innovation Officer
From: Edward Quedens, MPA, C.P.M., CPPO, Business Services Director
Matt Bauer, MBA, CPPO, CPPB, CPSM, Procurement Administrator
Subject: Three-Year Term Contract for Document Shredding Services for various City Departments as requested by the City Clerk Department **(Citywide)**

Purpose and Recommendation

Council is requested to approve the term contract for Document Shredding Services as recommended. A committee representing the City Clerk, the Police Department, the Business Services Department and Purchasing evaluated responses.

The evaluation committee recommends awarding the contract to the highest scored proposals from The Centers for Habilitation (TCH) dba ASDD and Premier Document Shredding, Inc. at \$40,000.00 annually, based on estimated requirements.

Background / Discussion

This contract provides all materials, labor, services and equipment required to perform confidential document shredding services. Destruction and disposition service will be performed on a routine (daily, weekly, monthly, or bi-monthly) basis and on-call when special requirements are identified. The contractors will provide destruction services on-site at City locations when requested and required. This contract will also provide secure destruction of media other than paper including but not limited to microfiche, microfilm, CD-ROMs, audio tapes, thumb drives, etc.

Recall's response was determined to be non-responsive because it included several pages of exceptions considered to be material (limiting the liability of Recall and exposing the City to more liability) as well as changing the Scope of Work.

Staff representing the City Clerk, the Police Department and the Business Services Department evaluated the proposals based on the elements identified in the proposal. The highest scored proposals, The Centers for Habilitation (TCH) dba ASDD and Premier Document Shredding, Inc. are being recommended for award. The evaluation committee unanimously agreed on the recommendation.

Alternatives

Council may choose not to authorize the purchase and new responses will be solicited.

Fiscal Impact

The total amount of \$40,000.00 is available in the operating budgets of the various City Departments utilizing the contract.

Coordinated With

City Clerk, Police Department, Business Services Department and Purchasing

PURCHASING INFORMATION

Action: Initial Award

Procurement Type: Request for Proposals

Solicitation Number: 2015313

Vendors Registered on Bid List: ProcureAZ (131) and Vendor Self Service (20) (6 Mesa)

Advertising: Arizona Republic, Bid Net, ProcureAZ, and Purchasing Website

Responses: 6 (3 Mesa)

Local Consideration: Policy did not apply to this procurement method.

Protests Received: None

Initial Contract Term: Three years

Possible Renewals: Two, one-year renewals subject to future Council consideration

Prices: Future price increases are capped by the Consumer Price Index

Pricing Available to Other Cooperative Agencies: Yes

Proposal Responses received on July 29, 2015

Premier Document Shredding, Inc. – Tempe, AZ

Arizona Document Destruction, Inc. dba Arizona Center for the Blind Document Destruction
– Phoenix, AZ

EZ Shredding Solutions LLC – Mesa, AZ

TNT Shredding LLC – Mesa, AZ

The Centers for Habilitation (TCH) dba ASDD – Tempe, AZ

Recall – Mesa, AZ- Non-Responsive

“No Bid” Response received from

MSW Consultants – Orlando, FL

Proposal Scoring Results:

Criteria / Points Possible	AZ Center for Blind	EZ Shredding	Premier Document Shredding	TNT Shredding	The Centers for Habilitation (ASDD)
Qualifications and Experience / 375 Points	325	275	325	300	350
Proposed Solution / 375 Points	171	103	325	252	350
Pricing / 275 Points	275	153.43	201.22	175.35	227.3
Total / 1,000 Points	771	531.43	<u>851.22</u>	<u>727.35</u>	<u>927.3</u>

AWARD RECOMMENDATION
The Centers for Habilitation (TCH) dba ASDD
Tempe, AZ

Premier Document Shredding, Inc.
Tempe, AZ

Description
Document Shredding Services per Terms and Conditions, Specifications and Pricing as offered
Annual Contract Amount: <u>\$40,000.00</u>