



ATTACHMENT A – COVER SHEET FOR PROPOSAL

Proposals must include this cover sheet (or this sheet reproduced on company letterhead) as PAGE 1 of the response. Vendors may complete this and any other required attachments as a stand-alone responses (fillable form .pdf document, written or typed).

[] an individual, [] a corporation (please mark appropriate box), duly organized under the laws of the State of _____.

The undersigned, having carefully read and considered the services as described within the RFP, does hereby offer to perform such services on behalf of the County in the manner described and subject to the terms and conditions set forth in the attached proposal, including, by reference here, the County’s RFP document.

NO CONFLICT(S) OF INTEREST: By submission of a proposal, vendor agrees that at the time of submittal, he/she: (1) has no interest (including financial benefit, commission, finder’s fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of the vendor’s services, or (2) benefit from an award resulting in a “Conflict of Interest,” including holding or retaining membership or employment on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the County.

MICHIGAN ECONOMIC SANCTIONS ACT, 2012 (“IRAN-LINKED BUSINESS”): By submission of a proposal, vendor certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an “Iran linked business,” as defined in the Michigan Economic Sanctions Act, 2012 P.A. 517.

DEBARMENT AND SUSPENSION: By submission of a proposal, the undersigned certifies to the best of his/her knowledge and belief, that the corporation, LLC, partnership, or sole proprietor, and/or its’ principals, owners, officers, shareholders, key employees, directors and member partners: (1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (2) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; (3) are not presently indicted for or otherwise criminally charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated above; and, (4) have not within a three-year period preceding this proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

CERTIFICATION OF INSURANCE AND INDEMNITY REQUIREMENTS: By submission of a proposal, the undersigned certifies and represents an understanding of the County’s Insurance and Indemnification requirements as defined within Ottawa County Terms and Conditions. Potential vendors must understand and agree that fiscal responsibility for claims or damages to any person or to companies and agents shall rest with the vendor.



Ottawa County

RFP 24-063 Document Shredding Services

ATTACHMENT A – continued

The vendor must affect and maintain any and all insurance coverage, including, but not limited to, Workers' Compensation, Employers' Liability and General, Contractual and Professional Liability to support such financial obligations. A certificate of insurance detailing insurance coverages may be requested. The certificate must indicate that insurers will provide to the County written notice thirty (30) days prior to terminating any insurance policy.

The undersigned affirms that he/she is duly authorized to execute this proposal, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other vendor and that the contents of this proposal as to prices, terms or conditions have not been communicated by the undersigned, nor by any employee or agent, to any competitor, and will not be, prior to the award and the vendor has full authority to execute any resulting contract awarded as the result of, or on the basis of the proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

Company Name: _____

Contact Name and Title: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Website: _____

Federal Employer Identification Number: _____

The submission of a proposal hereunder shall be considered evidence that the vendor is satisfied with respect to the conditions to be encountered and the character, quantity, and quality of the work to be performed.

BY: _____
(Signature of Authorized Representative) Date

(Printed Name and Title of Authorized Representative)



ATTACHMENT B – VENDOR REFERENCES

Provide (3) three references from projects or services provided that are similar in size and/or scope, preferably from other governmental/municipal, and/or other community-based organizations. By providing the references below, Vendor authorizes any person contacted to give the County any and all information concerning work experience or performance and releases all parties from all liability for any damage that may result from furnishing the same to the County. Please do NOT include Ottawa County as a reference.

Vendor Reference 1			
Customer Name:		Contact Person:	
Contact Number:		Contact Email:	
Project Description:			

Vendor Reference 2			
Customer Name:		Contact Person:	
Contact Number:		Contact Email:	
Project Description:			

Vendor Reference 3			
Customer Name:		Contact Person:	
Contact Number:		Contact Email:	
Project Description:			



ATTACHMENT C - PROPOSAL RESPONSE / PRICING FORM

To be submitted as a stand-alone document, the proposal response / pricing form should be clear and concise, providing detailed information and responses to all sections below.

Proposal Response

As a requirement of submission, confirming that all RFP documents have been read and will comply with all specifications, requirements, and terms and conditions therein.

Yes No ** Response required

Any Addenda, if issued, have been received and reviewed. Failure to receive any such addendum or review issued documents will not relieve Vendor from any obligation under their proposal as submitted. All addenda so issued shall become part of the contract documents.

Please Confirm ** Response required

Vendor Qualifications:

In the space below or under separate cover, provide information that would demonstrate your qualifications and ability to meet our specific needs and requirements (your location, number of employees, years in business etc.). Include details on the training and review process for employees, include how often background checks are performed and the notification process to clients if a problem is discovered. Vendors may also provide additional information on why their company is best qualified to provide the services outlined in the RFP.



ATTACHMENT C - PROPOSAL RESPONSE / PRICING FORM – continued

Statement of Understanding:

In the space below or under separate cover, using the information provided in the RFP Scope of Work, provide a short statement of understanding of the performance of confidential document shredding services. In addition, also provide information on your service plan for our County. Include details on how on-call service or special projects requests would be made, proof of service / invoicing system and how chain of custody is documented (by location, by department, by user). and your current relationships with clients. Statement should also include information on technology or methods used for document destruction, include the security level paper is shredded to, description (type, number, age etc.) of equipment used in destruction services. Is there backup destruction equipment in place? Vendors may also provide any additional comments or any pertinent information, not already provided, that would assist Ottawa County in the evaluation of submitted proposal.



ATTACHMENT C - PROPOSAL RESPONSE / PRICING FORM – continued

Pricing Form

Using information provided in Exhibit A, provide pricing for the following services. Pricing is to remain firm for the initial five (5) year contract period and to include basic information on proposed container sizes.

At Scheduled Times (OFF Site):

Container Description: _____ Price per Visit: _____

Container Description: _____ Price per Visit: _____

Container Description: _____ Price per Visit: _____

At Scheduled Times (ON Site for all County Criminal Justice Departments):

Container Description: _____ Price per Visit: _____

Container Description: _____ Price per Visit: _____

Container Description: _____ Price per Visit: _____

On Call (as needed) (OFF Site):

Container Description: _____ Price per Visit: _____

Container Description: _____ Price per Visit: _____

Container Description: _____ Price per Visit: _____

On Call (as needed) (ON Site for all County Criminal Justice Departments):

Container Description: _____ Price per Visit: _____

Container Description: _____ Price per Visit: _____

Container Description: _____ Price per Visit: _____

Any additional information on pricing provided: (discounts, pricing structure, is price per visit based on a set number of visits per year?):



ATTACHMENT C - PROPOSAL RESPONSE / PRICING FORM – continued

Special Project - Purge (OFF Site)

Container Description: _____ Price per Visit: _____

Container Description: _____ Price per Visit: _____

Container Description: _____ Price per Visit: _____

Other Containers (i.e. boxes): _____ Price per Unit: _____

Other Containers (i.e. boxes): _____ Price per Unit: _____

Special Project - Purge (ON Site for all County Criminal Justice Departments)

Container Description: _____ Price per Visit: _____

Container Description: _____ Price per Visit: _____

Container Description: _____ Price per Visit: _____

Other Containers (i.e. boxes): _____ Price per Unit: _____

Other Containers (i.e. boxes): _____ Price per Unit: _____

Describe the process for coordination of special projects:

PROPOSAL RESPONSE / PRICING CONFIRMATION:

The undersigned affirms that he/she is duly authorized to execute this proposal for goods and services and having carefully read and considered the request in the manner described and subject to the terms and conditions set forth in the submitted proposal.

Authorized Representatives Signature

Date

Authorized Representative's Printed Name and Title

Company Name (and Legal Name) for Business