

AIKEN COUNTY, SOUTH CAROLINA, a body politic and corporate and a political subdivision of the State of South Carolina.

**INVITATION TO QUOTE—16-02-Q Shredding Services for Aiken County**



QUOTES WILL BE ACCEPTED UNTIL 11:00 a.m. September 16<sup>th</sup> 2015

Mail or Carry to: **PROCUREMENT OFFICE**  
1930 University Pkwy.  
Room 3201  
Aiken, SC 29801

or Email to: [procurement@aikencountysc.gov](mailto:procurement@aikencountysc.gov)

Call (803) 642-1540 for more information. If you are unable to access our website, please notify [webmanager@aikencountysc.gov](mailto:webmanager@aikencountysc.gov)

<p>Vendor's Name: _____</p> <p>Street Address: _____</p> <p>Mailing Address: _____</p> <p>City/State/Zip: _____</p> <p>Email: _____</p>	<p>Authorized Signature: _____</p> <p>Printed/Typed: _____</p> <p>Title: _____</p> <p>Telephone: _____</p>
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**The signature above certifies:**

- ◆ That the offer is made without any prior understanding, agreement, or connection with any corporation, firm, or person submitting a quote for the same materials, supplies or equipment
- ◆ The offer is in all respects fair and without collusion or fraud
- ◆ The company is in compliance with all of the conditions set forth within this quote document.
- ◆ The company is currently in compliance with all applicable federal, state, and local laws and directives relative to non-discriminatory practices in employment.
- ◆ The company is in compliance with all requirements set forth in Chapter 14 of Title 8 of the South Carolina Code of Laws, 1976, as amended and will at all times during the performance of work provided by the County be in full compliance with the provisions of the Immigration Reform and Control Act of 1986 (IRCA) in the hiring of its employees.
- ◆ The company is in full compliance with the requirements of the Drug-free Workplace Act as set forth in Chapter 107 of Title 44 of the South Carolina Code of Laws, 1976, amended.
- ◆ The company is not barred from bidding any Federal, State, or Political Subdivision.

**Shredding Services for Aiken County**  
**See Attached Specifications and Pricing**

**QUOTE PROCEDURES MUST COMPLY WITH THE PROVISIONS OF THE AIKEN COUNTY PROCUREMENT ORDINANCE**

**1. Preparation of Quotes:**

- a. All information requested of the vendor shall be entered in the appropriate space on the form. Failure to do so may disqualify your offer.
- b. No quote received late will be accepted.
- c. Time of delivery shall be stated as the number of calendar days following receipt of order by the vendor to receipt of the goods and or service by the County.
- d. Time of delivery may be a consideration in the award.
- e. Prices will be considered as net if no discount is shown.
- f. All quotes must be signed by an officer of the company.

**2. Brand Names:**

- a. Brand names and numbers, when used, are for reference to indicate the character or quality desired.
- b. Equal items will be considered, provided your offer clearly describes the article. Offers for equal items shall state the brand, number, or level of quality.
- c. When brand, number, or level of quality is not stated by the bidder, it is mutually understood the offer is exactly as specified.

**3. Samples:**

- a. Samples of articles, when required, shall be furnished free of cost of any sort to the County of Aiken.
- b. Samples of articles selected may be retained for future comparison.
- c. Samples which are not destroyed by testing, or which are not retained for future comparison will be returned upon request at the vendor's expense.

**4. Taxes:**

- a. Sales, use, excise, or any other taxes or fees required shall not be included as part of the quote price.
- b. These taxes must be shown as separate items and shall not be considered as factors in determining awards.
- c. If lump sum prices are requested then all sales, use, excise, or any other taxes, fees, or permits shall be the sole responsibility of the vendor.

**5. Liabilities:**

- a. The vendor shall hold the County of Aiken, its officers, agents, servants, and employees, harmless from liability of any nature or kind because of use of any copyrighted, or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used under this bid, and agrees to defend, at his own expense, any and all actions brought against Aiken County or the Vendor because of the unauthorized use of such articles.
- b. Personnel used in the performance of the work under this quote will be clients of the Vendor and the Vendor agrees not to discriminate against any client under this project because of race, color, sex, religion, handicap, political affiliation or national origin. Those clients of the Vendor who perform the work under the quote shall be considered agents, servants, employees and/or clients of the Vendor and, in no circumstances, shall they be considered employees, agents, independent contractors and/or servants of the County. The Vendor retains sole responsibility for Workman's Compensation coverage required by South Carolina State Law.

**6. Awards:**

- a. Aiken County reserves the right: (1) to award bids received on the basis of individual items (2) to reject any or all bids, or any part thereof; (3) to waive any informality in the bids; and (4) to accept the bid that is in the best interest of the County. The Procurement Director's decision shall be final.
- b. Aiken County reserves the right to reject any and all quotes; and to waive any technicalities.
- d. This Council can not bind in this year's budget year a future Council for future budget years.

**7. Litigation:**

- a. Any action at law, suit in equity, or judicial proceeding for the enforcement of this agreement or provision thereof shall be instituted and deemed proper only in a court of competent jurisdiction in Aiken County, South Carolina.
- b. Aiken County specifically claims sovereign immunity from claims, suits, or causes of action, to the extent allowed by law, and this immunity is part of any agreement or contract with Aiken County.

# Aiken County Government is Soliciting Quotes for Shredding Services on Contract Refer to Specifications Below.

## General Requirements

- If the County requests, shredding must be done on-site in the parking area at the County location.
- A Destruction Report must be provided for each shredding activity.
- Offeror must be certified by the National Association for Information Destruction (NAID) for document shredding, and all procedures and shredding must be in compliance with that certification.
- Drivers must be bonded and insured, and have undergone an extensive background check.

## Recurring Collection Service

The offeror will provide the option of different size containers, each locked and each suitable for use in an office environment. The offeror will offer shredding service for the contents of these containers on a four-week, or eight-week cycle, selectable by the County for each container. Different offices may have different size containers, and not all containers may be serviced on each visit.

- Small container – size: 64 Gallon, capacity: 200 lbs., approximately 25"Wx26"Dx42"H
- Large container – size: 95 Gallon, capacity: 300 lbs., approximately 27"Wx33"Dx46"H

## On-Demand Purge Service

On occasion, the County will have a large number of records stored in boxes that must be shredded. The offeror will provide the County the option of on-site or off-site on-demand purge service, with the County billed for the number of pounds shredded on that visit.

## Proposed Pricing

1. ON DEMAND PURGE SERVICE
  - a. Price per pound shredded
  - b. Any add-on charges per visit
  - c. Minimum charge per visit
2. RECURRING COLLECTION SERVICE
  - a. Small container – 64 gallon
  - b. Large container – 95 gallon
  - c. Any add-on charges

On-site		Off-site	
4 weeks		8 weeks	