



COUNTY OF SAN LUIS OBISPO  
**DEPARTMENT OF GENERAL SERVICES**

COUNTY GOVERNMENT CENTER • SAN LUIS OBISPO, CALIFORNIA 93408 • (805) 781-5200

DUANE P LEIB, DIRECTOR

**INVITATION TO BID #3381-06  
SHREDDING SERVICES**

January 5, 2006

The County of San Luis Obispo is currently soliciting bids for Shredding Services as noted.

Each bid shall specify each and every item as set forth in the attached specifications. Any and all exceptions must be clearly stated in the bid. Failure to set forth any item in the specifications shall be grounds for rejection. The County of San Luis Obispo reserves the right to reject all bids and to waive any informalities.

Please submit your bids on the attached form. They must be received at the office of the General Services Department no later than 4:00 p.m., January 24, 2006.

Any and all comments and suggestions are sincerely encouraged prior to the bid opening.

DEBBIE BELT  
Buyer - Central Services Division

**TO: ALL PROSPECTIVE BIDDERS**

**SUBJECT: LOCAL BIDDERS PREFERENCE**

The County of San Luis Obispo has established a local vendor preference. All informal and formal bids for contracts will be evaluated with a 5% preference for local vendors. Note the following exceptions:

1. Those contracts which State Law requires be awarded to the lowest responsible bidder.
2. Public works construction projects.

A "local" vendor will be approved as such when, 1) It conducts business in an office with a physical location within the County of San Luis Obispo; 2) It holds a valid business license issued by the County or a city within the County; and 3) Business has been conducted in such a manner for not less than six (6) months prior to being able to receive the preference.

As of March 3, 1994 individual County Buyers evaluate bids considering the local vendor preference described above. The burden of proof will lie with bidders relative to verification of "local" vendor preference. Should any questions arise, please contact a buyer at (805) 781-5200. All prospective bidders are encouraged to quote the lowest prices at which you can furnish the items or services listed in County bids.

	YES	NO
Do you claim local vendor preference?		
Do you conduct business in an office with a physical location within the County of San Luis Obispo?		
Business Address: _____ _____		
Years at this Address: _____		
Does your business hold a valid business license issued by the County or a City within the County?		
Name of Local Agency which issued license: _____		

Business Name: \_\_\_\_\_

Authorized Individual: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

**TO: ALL PROSPECTIVE BIDDERS**

**SUBJECT: POLICY ON PURCHASING PRODUCTS MADE WITH OR CONTAINING  
CHLOROFLUOROCARBONS (CFC's)**

Summary

Many products contain chlorofluorocarbons (CFC's), a known depleter of ozone in the atmosphere. Under the U.S. Clean Air Act and the Montreal Protocol on Substances That Deplete the Ozone Layer, CFC production for use in industrialized nations is to be totally phased out by January 1, 1996. There are still many products on the market that contain CFC's or are made with CFC's. The Department of General Services, purchasing staff must identify products made with or containing CFC's and purchase alternative products whenever practical and possible.

Policy

To this end, it shall be the policy of the County of San Luis Obispo that all bidders, who wish to do business with the County are required to identify all products that contain CFC's or use CFC's in the manufacturing or shipping processes. Bidders are required to identify alternative products that do not use CFC's, for possible purchase by the County.

Bidder Response

	<b>YES</b>	<b>NO</b>
Do any products offered herein contain CFC's or use CFC's in the manufacturing or shipping process?		
If yes, please offer an alternative product by copying bid forms and submitting an alternate bid. Will you offer an alternate?		
Please provide any other information that may be helpful to the County. Attachments are acceptable.		

Bidder: \_\_\_\_\_

**GENERAL CONDITIONS AND INSTRUCTIONS**

1. All bids submitted by Seller to Purchaser should be submitted upon the attached bidder's form, completed and signed, (only typewritten or ink shall be accepted with no erasures or corrections unless properly authenticated by signature) in accordance with the instructions contained herein.
2. The issuance of this bid request creates no obligation on the part of the County and the County reserves the unconditional right at its option to either reject all bids or waive any irregularities or informalities therein. Each bid shall be in a separate sealed envelope with the bid number, name of bidder, title of the bid, date and time due showing on the outside of the envelope.
3. All prices must be firm for 45 days from the date of the bid opening and be inclusive. Upon award, prices will be in effect for the term of the contract.
4. Prompt payment discounts of 20 days or longer will only be considered when comparing bids, however, if you offer any prompt payment discounts, please indicate this on your bid.
5. Awards will be made to realize the greatest savings to the County and may not necessarily be the lowest bid especially where services are of the utmost importance.
6. Submission of a signed bid will be interpreted to mean that the bidder has thereby agreed to all conditions, instructions, descriptions and specifications contained herein.
7. All materials included in the contract shall be in compliance with all Federal and State OSHA laws.
8. All applicable City, State, and Federal taxes and fees are to be included in the proposal.
9. The only terms that will be honored are those terms included in general and special conditions and instructions, purchase order or other documents issued by the County.
10. In the event of any conflicts or ambiguities between these instructions and State or Federal laws, regulations or rules, then the latter shall prevail.
11. Only one bid will be accepted per vendor.
12. Bidders may withdraw their bid either personally, by written request, or by telegraphic request confirmed in the manner specified above at any time prior to the scheduled closing time for receipt of bids. No bidder may withdraw their bid after the time set for the opening.
13. All time limits stated are of the essence and must be complied with. Any bids received after closing time stipulated will be returned unopened.

14. All bids must be submitted in a manner so they can be readily hole punched and placed in a standard legal size file folder.
15. The County may make partial payments after a substantial portion of the merchandise has been delivered. On all items, a 10% retention will be withheld until all merchandise has been accepted.
16. Brand names are used to establish a level of quality only. Any alternates must be approved five (5) days prior to the bid opening date, by the Central Services Manager, who will have the sole right to determine this. If an alternate is submitted without going through the above- described process, the County will have the sole right to decide whether or not an alternate is acceptable.
17. Vendor agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin and that it will comply with the "Contractor's Agreements" provisions of Presidential Executive Order No. 11246.
18. **NO FAXED** Bids will be accepted.
19. Return bid by January 24, 2006 at 4:00 p.m. to:

COUNTY OF SAN LUIS OBISPO  
DEPARTMENT OF GENERAL SERVICES  
DEBBIE BELT, BUYER  
1087 SANTA ROSA STREET  
SAN LUIS OBISPO, CALIFORNIA 93408

County of San Luis Obispo Invitation to Bid #3381-06 January 6, 2006 Page 6  
SHREDDING SERVICES

The undersigned agrees to:

Pick up, shred, and recycle confidential papers and records of San Luis Obispo County at various locations. See attached spreadsheet.

Bins: Approximately 64 gallon, locked.

Sizes offered and their cost: 64 Gallon \$ \_\_\_\_\_  
Please list any other sizes and pricing that you offer \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

Frequency of pick up required is noted on spreadsheet and may change with department needs.

Cost of not regularly scheduled pick ups per pound (in boxes): \$/lb \_\_\_\_\_

Location where you destroy confidential papers and records: \_\_\_\_\_  
\_\_\_\_\_

Other related services offered by your company: \_\_\_\_\_  
\_\_\_\_\_

Amount of experience your company has in destroying confidential papers and records: \_\_\_\_\_  
\_\_\_\_\_

TERMS OF SALE \_\_\_\_\_

DATE OF DELIVERY \_\_\_\_\_

Authorized Official Name (Print) \_\_\_\_\_

Authorized Official Title (Print) \_\_\_\_\_

Signature \_\_\_\_\_

Firm Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ FAX \_\_\_\_\_

BIDS MUST BE RECEIVED BY 4:00 P.M., January 24, 2006 AND  
WILL BE OPENED IN THE OFFICE OF THE CENTRAL SERVICES MANAGER  
Bid #3381-06

Accepted as to items numbered \_\_\_\_\_

Date \_\_\_\_\_ Order(s) No. \_\_\_\_\_

**SPECIAL CONDITIONS**

1. **Term:** The term of blanket purchase orders resulting from this bid will be until January 31, 2010 unless extended by both parties.
2. **Escalation Clause:** Prices are to be firm until January 31, 2008 and may be changed after January 31, 2008, subject to approval of the Buyer based on Bureau of Labor Statistics data for the Los Angeles area, and submitted in writing with 30 day advance notice.

A price increase may be allowed for each option period as the result of:

- 1) Manufacturer or Supplier price increases in the product(s) offered;
- 2) Governmental or regulatory agency increases to the trade;
- 3) National Average Consumer Price Index (CPI-U) increases as published by the United States Department of Labor.

Any request for a price increase must be substantiated with documentation from the vendor, a manufacturer, supplier, or governmental agency and must be submitted in writing at least (30) days prior to the effective date of the increase. Overall increases of greater than 3% from prior year prices will not normally be allowed.

3. **Purpose:** Vendor is to shred, recycle and furnish proof of destruction to the appropriate County Department within five (5) working days after pickup of papers and records to be destroyed. Documents are to be continuously secure until shredded and recycled by the Vendor.
4. **Task:** Vendor is to come to the County for pick ups, empty the paper containers and return them to the appropriate department upon emptying them. Schedules are to be established by the Vendor and County.
5. **Coordination:** Pick ups are to be coordinated with the departmental employees designated on the purchase order.
6. **Insurance:** Certificates of Insurance for General Liability (\$500,000.00 minimum) and Worker's Compensation listing the County as an additionally named insured are required prior to the beginning of projects. They may be faxed to (805) 781-1074, Attention: Debbie Belt or mailed to Department of General Services, 1087 Santa Rosa Street, San Luis Obispo CA 93408.
7. **Extension of Bid:** Results of this bid may be extended to other San Luis Obispo County Departments with the same terms and conditions subject to prior approval of the Central Services Manager for San Luis Obispo County.
8. **Non-Assignment:** Purchase orders arising out of this bid may not be assigned to another Company without the prior written approval of the County.
9. **Cancellation:** Either party may cancel this agreement on 30 days written notice.
10. **Evaluation of Bids:** Bids will be evaluated by County staff based on references, prices, reliability of Vendor and quality of service.
11. **References:** Bidders may be asked for references for evaluation purposes.

<b>Location</b>	<b>Contact</b>	<b>64/32gal bin/boxes</b>	<b>How Often</b>
<b>Assessors Office</b> 1055 Monterey St. Ste D 360 SLO	Patti Annon 781-4045	2 bins	As needed
<b>Auditors/Controllers Office</b> 1055 Monterey St. Ste D 220 SLO	Betty Mahoney 781-5041	1 bin	Every 2 weeks
<b>Child Support Services</b> 1200 Monterey St. SLO	Cheryl Berry 781-4132	2 bins	1 time per week
<b>County Counsel</b> 1475 Kansas Ave. SLO 836 Via Esteban SLO	Reggie Rini 781-5412 Diane Borlodan 781-5416	Boxes Boxes	As needed As needed
<b>District Attorney</b> 1035 Palm St. Room 450 SLO	Irma Menjivar 781-5872	2 bins	1 time per week
<b>Drug &amp; Alcohol Services</b> 2945 McMillan St. Ste 136 SLO 3556 El Camino Real Atascadero 1106 Grand Ave. Arroyo Grande	Beverly Selck 788-2919	2 bins 1 bin 1 bin	Every 2 weeks Every 2 weeks Every 2 weeks
<b>Mental Health</b> 2178 Johnson Ave. SLO	Joanne Van Muysen 781-4746	2 bins	1 time per week
<b>Personnel Dept</b> 1055 Monterey St. Ste 250 SLO	Karen Burt 781-5959	1 bin	Every 2 weeks
<b>Probation Dept</b> 2176 Johnson Ave SLO Casa Loma 1065 Kansas Ave SLO Juvenile Admin 1065 Kansas Ave SLO Juvenile Custody 6005 Capistrano Ave Ste C Atascadero	Linda Smith 781-1586	. 5 bins 2 bins 2 bins 1 bin	1 time per week Every 2 weeks Every 2 weeks 1 time per month
<b>Public Health-Family Health/Nursing</b> 723 Walnut Paso Robles 286 South 16 <sup>th</sup> St. Grover Bch 760 Morro Bay Blvd. Morro Bay 3183 Duncan Rd. SLO 2191 Johnson Ave. (nursing) SLO 2191 Johnson Ave. (lab) SLO 2156 Sierra Way SLO	. Belinda Solorio 237-3050 Sally Emerson 473-7050 Marilyn McDermott 772-6380 Ericka Garcia 788-2068 Vickie Rodriguez 781-5565 Sharon Beccacio 781-5507 Connie Hanson 788-2787	1 bin 1 bin 1 bin 1 bin 1bin 1bin 1bin	1 time per month 1 time per month Every 2 weeks
<b>Risk Management</b> 1055 Monterey Street SLO	Susan Baker 781-4301	1 bin	1 time per month
<b>Social Services Dept</b> 9415 El Camino Real Atascadero 1086 E. Grand Ave. Arroyo Grande 3433 S. Higuera SLO 2975 McMillan SLO 671 W. Tefft St. Nipomo 1802 Chestnut Paso Robles 530 12 <sup>th</sup> St. Paso Robles 1130 Napa Bldg D Morro Bay	Tonya Sharp 781-1864	2 bins 4 bins 10-64 gal & 1-32 gal 3 bins 1 bin 1 bin 1 bin 1-64 gal & 1-32 gal	1 time per week Every 2 weeks 1 time per week 1 time per week 1 time per week Every 2 weeks 1 time per week 1 time per week