

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: **Shredding of Confidential Records and Documents**

Contract Period: December 23, 2022 through December 22, 2023 w/ (2) 1-year options
Extended through 12/22/2024 w/1 year option

Original Date of Issue: December 30, 2022

Date of Revision: 01/11/24

BID No: **RFB-RC-2022-095**

Catalog: **Miscellaneous Services**

Authorized Users: County Agencies, All Political Subdivisions

Address Inquiries To:

Name: Robert Poole
Title: Purchaser I
Phone: 845-364-3808
Fax: 845-364-3809
E-mail: pooler@co.rockland.ny.us

Description

This contract is for the Shredding of Confidential Records and Documents.

Contract #	Vendor Number	Contractor & Address	Telephone No.
BID 22-095	0000022005	JJMR, LLC d/b/a On Site Confidential Shredding 200 Route 32 #213 Central Valley, NY 10917 Contact: Kenneth Rosenblum shredct@aol.com ken@onsiteconfidential.com	845-827-5400 C -845-238-6438 FAX: 845-827-5401

<p style="text-align: center;">COUNTY OF ROCKLAND DGS – PURCHASING DEPARTMENT BLDG. A, 6TH FLOOR, 50 SANATORIUM ROAD POMONA, NY 10970 TELEPHONE NO.: 845-364-3820 FAX NO.: 845-364-3809</p>						
VENDOR: <u> JJMR </u>						
REVISED BID AWARD						
LINE NO.	DESCRIPTION	ITEM NUMBER	EST. ANNUAL QTY.	UNIT	CURRENT UNIT PRICE	REVISED UNIT PRICE Starting 12/23/23
1	DOCUMENT SHREDDING OF CONFIDENTIAL RECORDS, COST OF EMPTYING SHREDDING CONSOLE AND SHRED ONSITE, CONSOLE DIMENSIONS: 35"H X 19"W X 16"D OR APPROVED EQUAL	96227000008	1100	EACH	\$6.40	\$6.60
2	DOCUMENT SHREDDING OF CONFIDENTIAL RECORDS, COST OF EMPTYING 64 GALLON CONTAINER AND SHRED ONSITE OR APPROVED EQUAL	96227000009	350	EACH	\$25.00	\$25.80
3	DOCUMENT SHREDDING OF CONFIDENTIAL RECORDS, COST OF EMPTYING 95 GALLON CONTAINER AND SHRED ONSITE OR APPROVED EQUAL	96227000010	150	EACH	\$40.00	\$41.25
4	DOCUMENT SHREDDING OF CONFIDENTIAL RECORDS, COST OF SHREDDING BANKERS BOX (County supplied boxes) ONSITE OR APPROVED EQUAL	96227000011	1500	EACH	\$4.00	\$4.15

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**TITLE: SHREDDING OF CONFIDENTIAL
 RECORDS AND DOCUMENTS**

**BID NUMBER:
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SPECIFICATIONS

1. SCOPE

- 1.1. This bid is for Document Shredding Services, for the purpose of shredding confidential records and documents for the County of Rockland at various locations throughout the County of Rockland.

2. REQUIREMENTS

- 2.1. The Vendor shall maintain strict Quality Control over all services performed under this agreement. Quality Control shall be an essential performance element of this agreement.
- 2.2. Bidder shall perform all work in compliance with all Federal, State and Local Laws and Regulations.
- 2.3. Bidder shall perform all work in compliance with current regulations of the Health Insurance Portability and Accountability Act (HIPAA).
- 2.4. Bidder shall provide Consoles/Containers to adequately cover each location's volume. There shall be no cost for consoles/containers required for these services.
- 2.4.1. Consoles/Containers shall contain locks and keys (no combination locks).
- 2.4.2. Approximately twenty keys shall be provided to the authorized County of Rockland personnel in the Purchasing Division.
- 2.4.2.1. Each type of Console/Container shall have the same lock and open with the same keys.
- 2.4.3. Bidder shall be required to add or decrease, when requested by the County of Rockland, the number of Consoles/Containers at a location when there are changes in volume or needs at a specific location.
- 2.4.4. Consoles shall contain transfer bags for the purpose of transferring the contents to be shredded from Console to Mobile Shredders.
- 2.4.5. Bidder shall provide complete description of the Consoles and Containers to be provided.
- 2.4.5.1. Consoles shall have transfer bags to collect documents deposited or approved equal.
- 2.4.5.2. Containers shall be 64 Gallon and 95 Gallon or approved equals.
- 2.4.5.3. Console dimensions: 19"Width x 35"Height x 16" Deep or approved equal.
- 2.5. Bidder shall provide shredding services at a specific location's needs and volume.
- 2.6. Bidder shall provide bonded and uniformed personnel to pick up and transfer bags and containers for shredding to mobile shredders.
- 2.6.1. Bidder shall provide list of personnel being supplied to perform shredding services for the County of Rockland and provide bonded certifications for all personnel being provided for this service.
- 2.6.2. Bidder personnel performing shredding services for the Rockland County District Attorney's Office at 1 South Main St. New City and 50 Sanatorium Rd Building A 9th Floor Pomona, will be required to complete the FBI CJIS Security Agreement (See Attachment #3)

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- 2.6.3. Bidder shall provide any new personnel and their bond certification whenever new personnel is supplied to perform shredding services to the County of Rockland.
- 2.6.4. Bidder shall provide Commercial Crime Insurance Policy for a minimum of \$2,000,000 which includes “direct losses of money, securities and other property of a client (customer) of the insured shall be acceptable. The policy shall be on an Accord form including the following:
- 2.6.4.1. “The County of Rockland is additionally insured” in writing
- 2.6.4.2. Contract #RFB-RC-2022-095
- 2.6.4.3. Additionally, insured box is checked
- 2.6.4.4. Certificate Holder: County of Rockland, Department of Finance, 50 Sanatorium Road, Building A, 8th Floor, Pomona, NY 10970
 Bidders Company Name shall be listed as the insured on certificate
- 2.7. Bidders shredding documents shall not leave the County of Rockland premises until all documents are completely destroyed following all Government and HIPAA regulations.
- 2.8. Bidders shall shred documents, so they are destroyed and unable to be reconstructed.
- 2.9. All shredding of paper shall be delivered directly to the Rockland County Solid Waste Management Authority Facility.

3. COUNTY FLOW CONTROL LAW

- 3.1. Bidder shall comply and perform all work in compliance with County of Rockland Local Law NO. 2 of 2008 and all amendments to this law (See Attachment #1).
- 3.1.1. All shredded paper at County of Rockland sites shall be brought to the Rockland County Solid Waste Management Authority Facility for disposal. Shredder’s that leave the County of Rockland with shredded paper can be fined by the County of Rockland Health Department as per the County Flow Control Law.
- 3.1.2. The current location for disposing of shredded paper is the Rockland County Solid Waste Management Facility at 420 Torne Valley Road, Hillburn, NY 10931.
- 3.1.3. Rockland County Solid Waste Management Facility hours are from 7:00 am to 4:30 pm. (Highly recommended if disposing of shredded paper that you arrive no later than 3:30 pm to make sure that you are accepted in by closing time.
- 3.1.4. Contact the Rockland County Solid Waste Management Facility for prices currently being paid for shredded eligible paper. Rockland County Solid Waste Management Facility is solely responsible for the rate of payment for delivered shredded paper and may change at their discretion.
- 3.1.5. County of Rockland Department of Health requires a permit for the shredding and disposal of such paper in Rockland County. The County of Rockland Department of Health permit cost are listed on the 2022 Hauler Permit Application (see Attachment #2).

4. CONFLICT OF INTEREST

- 4.1. Any firm (or their affiliates) currently under contract for the operation of the Rockland County Solid Waste Management Facility including the processing of recycled paper are ineligible to participate in the competitive bidding process for this contract.

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5. EXPERIENCE

- 5.1. Bidder shall have a minimum of three (3) years' experience in document shredding of confidential records and compliance with HIPAA regulations.

6. SCHEDULE

- 6.1. County of Rockland shall determine schedules for shredding at all locations based on volume.
- 6.2. County of Rockland reserves the right to make changes to the schedules for all locations based on volume, at any time.
- 6.3. All shredding of documents shall be performed between the hours of 8 am and 4 pm., Monday through Friday unless authorized by the County of Rockland Purchasing Division.
- 6.3.1. County of Rockland shall determine the best time for shredding services to be provided.
- 6.3.2. Various locations have limited working hours and shall have to be picked up accordingly.
- 6.3.3. All changes in scheduling must be approved in writing, by the Purchasing Division.

7. BUSINESS ASSOCIATE AGREEMENT

- 7.1. Bidder shall agree to all terms and conditions as listed in the Business Associate Agreement included in this solicitation (See pages 32-38). Awarded Bidder shall be required to execute the Business Associate Agreement at time of contract. In addition, each contract year a newly signed Business Associate Agreement shall be required.

8. PICK-UP LOCATIONS

- 8.1. County of Rockland shall provide a list of sites including floors and areas where Consoles/Containers shall be located.
- 8.2. County of Rockland reserves the right to make changes to the list and locations as demand and needs change.
- 8.3. The following locations are grouped as one location:
- 8.3.1. Dr. R L Yeager Health Center Campus, including but not limited to, Buildings being serviced are A through S (See Map Attachment# 4).
- 8.3.1.1. Currently only Buildings being serviced are A, C, D, F, G, H, J, L and S.
- 8.3.1.2. Buildings and Departments may change location at any time.
- 8.3.1.3. Purchasing Division shall provide information on changes to locations, schedules and billing information.
- 8.3.2. New City Government Campus, including but not limited to, Buildings 1 through 8 (See Map Attachment# 5).
- 8.3.2.1. Currently only Buildings being serviced are 1, 2, 5 and 8.
- 8.3.2.2. Building and Departments may change locations at any time.
- 8.3.2.3. Purchasing Division shall provide information on changes to locations and schedules.

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9. ONSITE VISIT

9.1. Bidder may request a site visit. All site visits shall be scheduled for September 7, 2022, or September 8, 2022.

9.1.1. All appointments shall be scheduled between the hours of 9 am and 2 pm.

9.1.2. To schedule a site visit, call Robert Poole of the Purchasing Division at 845-364-3808.

10. PROJECTED LOCATIONS – Consoles/Containers

10.1. Department Names, Locations, Console/Container Descriptions and Quantities

10.1.1. County of Rockland Board of Elections (BOE)
 50 Sanatorium Road,
 Building A, 2nd Floor, Room 205
 Pomona, NY 10970
 95 Gallon Container – 5

10.1.2. County of Rockland Department of Goods and Services (DGS)
 50 Sanatorium Road
 Building A, 2nd Floor
 Pomona, NY 10970
 Console – 1

10.1.3. County of Rockland Department of Buildings and Codes
 50 Sanatorium Road
 Building A, 2nd Floor
 Pomona, NY 10970
 Console – 1

10.1.4. County of Rockland Department of Finance
 50 Sanatorium Road
 Building A, 8th Floor
 Pomona, NY 10970
 Consoles – 2

10.1.5. County of Rockland Department of Personnel
 50 Sanatorium Road
 Building A, 7th Floor
 Pomona, NY 10970
 Console – 2

10.1.6. County of Rockland ITS Division
 50 Sanatorium Road
 Building A, 1st Floor
 Pomona, NY 10970
 Console – 1

10.1.7. County of Rockland Purchasing Division
 50 Sanatorium Road
 Building A, 6th Floor
 Pomona, NY 10970
 Console – 1

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- 10.1.8. Rockland County Medical Examiner's Office
 50 Sanatorium Road
 Building H
 Pomona, NY 10970
 Console – 1
- 10.1.9. County of Rockland Health Department
 50 Sanatorium Road
 Buildings A, D and J
 Pomona, NY 10970
 Consoles
 Building A - 3
 Building D - 6
 Building J – 2
- 10.1.10. County of Rockland Department of Social Services
 50 Sanatorium Road
 Building C
 Pomona, NY 10970
 Consoles – 7
 64 Gallon Containers - 1
- 10.1.11. County of Rockland Department of Mental Health
 50 Sanatorium Road
 Building F
 Pomona, NY 10970
 Consoles – 2
- 10.1.12. Rockland County Police Academy
 50 Sanatorium Road
 Building G
 Pomona, NY 10970
 Console – 1
- 10.1.13. County of Rockland Department of Social Services
 50 Sanatorium Road
 Buildings L
 Pomona, NY 10970
 Consoles – 6
 64 Gallon Containers - 10
- 10.1.14. County of Rockland Legislatures Office
 11 New Hempstead Road
 First Floor
 New City, NY 10956
 Console – 2
- 10.1.15. County of Rockland Law Department
 11 New Hempstead Road
 Third Floor
 New City, NY 10956
 64 Gallon Containers – 2

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- 10.1.16. Rockland County Jail Admin Services
Correctional Center
53 New Hempstead Road
New City, NY 10956
Consoles – 3
- 10.1.17. County of Rockland Correctional Health
Correctional Center
53 New Hempstead Road
New City, NY 10956
Console – 1
- 10.1.18. County of Rockland Department of Mental Health Behavioral Health
Correctional Center
53 New Hempstead Road
New City, NY 10956
Console – 1
- 10.1.19. Rockland County District Attorney Office (DA)
1 South Main Street
New City, NY 10956
95 Gallon Containers – 3
- 10.1.20. County of Rockland Woman’s Health Clinic
14 South Main Street
Spring Valley, NY 10977
Console - 1
- 10.1.21. Rockland County Fire and Emergency Services
Fire Training Center (FTC)
35 Firemen’s Memorial Drive
Pomona, NY 10970
95 Gallon Container – 1
- 10.1.22. Veterans Agency (VA)
20 Squadron Blvd., Suite 480
New City, NY 10956
Console – 1

11. CONSOLES/CONTAINERS

11.1. The County of Rockland has approximately 67 Console/Containers throughout the County locations.

11.1.1. Console/Container approximate breakdown as follows:

- 11.1.1.1. Consoles - 45
- 11.1.1.2. 64 Gallon Containers (Tôtes) – 13
- 11.1.1.3. 95 Gallon Containers (Tôtes) - 9

11.1.2. 64 Gallon and 95 Gallon Containers shall be supplied for purges of documents on request.

12. BOX INFORMATION

12.1. Bankers Boxes – Approximate Dimensions are 15 ½” x 12 ½” x 10 ½” (County Supplied)

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13. HOLIDAYS

- 13.1. The County of Rockland is closed on the following holidays.
- 13.2. New Year’s Day, Dr Martin Luther King, Jr Day, Lincoln’s Birthday, Presidents Day/Washington’s Birthday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving Day, Day after Thanksgiving and Christmas Day.
- 13.3. When a Holiday falls out on a weekend, it is moved to Friday or Monday. If scheduled service falls out on a holiday, shredding shall be rescheduled for a different day the same week.

14. DOCUMENTATION

- 14.1. Bidder shall submit documentation for each location including Console/Container by number or detailed location picked up for shredding.
- 14.2. All Box pickups require signature by Authorized Department Staff and quantity of boxes picked up.
- 14.3. Invoices shall not be processed unless pickup reports have been received or attached to invoice.
- 14.4. Bidder shall provide Certificate of Destruction with two (2) weeks of pickup.
 - 14.4.1. Bidder shall provide sample of Certificate of Destruction.

15. ESTIMATED ANNUAL PICKUP USAGE FOR EACH LOCATION

- 15.1. Dr R L Yeager Health Center Campus, Locations A, C, D, F, G, H, J & L (See Map on page 12).
 - 15.1.1. 26 Pickups (every two weeks)
- 15.2. New City Government Campus, Location #8 (See Map on page 13).
 - 15.2.1. The Rockland County Correctional Center/Jail includes three Departments as follows:
 - 15.2.1.1. Correctional Health
 - 15.2.1.2. Department of Mental Health/Behavioral Health
 - 15.2.1.3. Jail Administration
 - 15.2.2. 12 Pickups (Once a month)
- 15.3. Some New City Locations may require every other week pickup schedules.
- 15.4. Dr R L Yeager Health Center, Archives, Building S (Dr R L Yeager Health Center Campus).
 - 15.4.1. Average Pickup: 50-250 Bankers Boxes (Approximately 1,200 Boxes Annually).
 - 15.4.2. Pickups are by written request and scheduled on an as needed basis.

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15.5. New City Government Campus, Dept. of Law, Location #1 (See Map on page 13).
11 New Hempstead Road
New City, NY 10956

15.5.1. Average Pickup: 25-75 Bankers Boxes (Approximately 100 Boxes Annually).

15.5.2. Pickups are by written request and scheduled on an as needed basis.

15.6. Locations and estimates may change depending on the needs of the County.

15.7. Any locations that pickups are made to empty consoles/containers that bidder supplied, shall be scheduled at a minimum of once a month.

16. PACKAGING, ALTERNATIVE2

16.1. All packaging that does not conform to the items listed on the Cost Proposal pages (Over Sized Boxes, Bags, Hampers, etc.) shall be emptied into a 95 Gallon Container by the Shredder and transported to the truck to be shredded. This cost shall be the cost of picking up a 95 Gallon Container (see Cost Proposal Page, Line Item #3).

17. BILLING

17.1.1. Bidder shall invoice each Department/Purchase Order separately.

17.1.1.1. Department Name/Account Number

17.1.1.2. Date of pickup

17.1.1.3. Console/Container addressable number or location.

17.1.1.4. Quantity of Bankers Boxes by Location

17.1.1.5. Invoices shall be received per month for each month of service.

17.1.1.6. Invoices shall be received within two weeks of each previous month of service.

18. CONTRACT VALUE

18.1. The current estimated annual expenditures are \$20,000.

18.2. The current contract RFB-RC-2019-077 has expended \$58,304.56 from 11/6/2019 thru 9/1/2022

19. AWARD

19.1. Bid shall be awarded to the lowest responsible bidder in its entirety.

19.2. Listed quantities are estimates from past history. Actual quantities may be greater or less than the listed quantities based on the needs of the County of Rockland.