

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

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

Contract Period: December 23, 2025 through December 22, 2026 w/2-1 yr options

Original Date of Issue: December 22, 2025

Date of Revision:

BID No: **RFB-RC-2025-094**

Catalog: **Miscellaneous Services**

Authorized Users: Rockland County Departments, United States Agencies, Other States & Political Subdivisions Therein, Local Governments, School Districts & Non-Profit Agencies

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 25-094	0000022005	JJMR, LLC d/b/a On Site Confidential Shredding 200 Route 32 #213 Central Valley, NY 10917 Contact: Kenneth Rosenblum ken@onsiteconfidential.com	845-827-5400 C -845-238-6438 FAX: 845-827-5401

**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**

BID AWARD

LINE NO.	DESCRIPTION	ITEM NUMBER	EST. ANNUAL QTY.	UNIT	UNIT PRICE	EXTENDED PRICE	VENDOR
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	1000	EACH	\$6.72	\$6,720.00	On Site Confidential Shredding
2	DOCUMENT SHREDDING OF CONFIDENTIAL RECORDS, COST OF EMPTYING 64 GALLON CONTAINER AND SHRED ONSITE OR APPROVED EQUAL	96227000009	300	EACH	\$26.50	\$7,950.00	On Site Confidential Shredding
3	DOCUMENT SHREDDING OF CONFIDENTIAL RECORDS, COST OF EMPTYING 95 GALLON CONTAINER AND SHRED ONSITE OR APPROVED EQUAL	96227000010	240	EACH	\$42.40	\$10,176.00	On Site Confidential Shredding
4	DOCUMENT SHREDDING OF CONFIDENTIAL RECORDS, COST OF SHREDDING BANKERS BOX (County supplied boxes) ONSITE OR APPROVED EQUAL	96227000011	1200	EACH	\$4.22	\$5,064.00	On Site Confidential Shredding
5	TOTAL EXTENDED PRICE FOR LINE ITEMS ONE THROUGH FOUR					\$29,910.00	

COUNTY OF ROCKLAND - DGS-PURCHASING
 BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

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

**RFB #:
 RFB-RC-2025-094**

PURCHASES BY OTHER

LOCAL GOVERNMENTS, SCHOOL DISTRICTS, AND NON-PROFIT AGENCIES

As per the New York State General Municipal Law, all political subdivisions of New York State are allowed to make purchases through the resulting contract(s). As per Rockland County Procurement Policy, Non-Profit Agencies approved to participate in New York State's Contract Extension Program are authorized to make purchases through the resulting contract(s).

1. The County of Rockland shall make all contract award information available to other political subdivisions and non-profit agencies through our website: www.rcpurchasing.com
2. Any other political subdivision or Rockland County non-profit agency will issue purchase orders directly to vendors within the specified contract period referencing the County's contract and shall be liable for any payments due on such purchase orders; and shall accept sole responsibility for any payment due.
3. All purchases shall be subject to audit and inspection by the other political subdivisions and Rockland County non-profit agencies for which the purchase was made.
4. No officer, board or agency of a county, town, village, or school district shall make any purchase through the County when bids have been received for such purchase by such officer, board or agency, unless such purchase may be made upon the same terms, conditions and specifications at a lower price through the County.
5. All Bidders shall be on notice that as a condition of the award of a County contract, the successful bidder shall accept the award of a similar contract with any other political subdivision in New York State and Rockland County non-profit agencies authorized to use New York State's contracts, if called upon to do so. A listing of approved Rockland County non-profit agencies is available on the Purchasing Division's website at www.rcpurchasing.com. The County, however, will not be responsible for any debts incurred by the participants pursuant to this or any other agreement.
6. Necessary deviations from the County's specifications in the award of a participant contract, whether such deviations relate to quantities, or delivery points shall be resolved between the successful bidder and the other political subdivisions and Rockland County non-profit agencies.

COUNTY OF ROCKLAND - DGS-PURCHASING
 BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

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

**RFB #:
 RFB-RC-2025-094**

SPECIFICATIONS

A Virtual Pre-Bid via Microsoft Teams will be hosted on November 17, 2025, at 2:00 pm - To Participate select the link below.

Microsoft Teams Meeting Link:

[CLICK HERE FOR PRE-BID MEETING](#)

Meeting ID: 216 223 022 483 1
 Passcode: EZ2rZ6Ac

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.

COUNTY OF ROCKLAND - DGS-PURCHASING
 BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

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

**RFB #:
 RFB-RC-2025-094**

- 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 a 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)
- 2.6.3. Bidder shall provide any new personnel and their bond certification whenever new personnel are 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-2025-094
 - 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. Shredders 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 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.

COUNTY OF ROCKLAND - DGS-PURCHASING
 BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

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

**RFB #:
 RFB-RC-2025-094**

- 3.1.5. The 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 costs are listed on the 2025 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.

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. The 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. The 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 the time of contract. In addition, each contract year a newly signed Business Associate Agreement shall be required.

8. PICK-UP LOCATIONS

- 8.1. The 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.

COUNTY OF ROCKLAND - DGS-PURCHASING
 BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

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

**RFB #:
 RFB-RC-2025-094**

8.3.1.3. The 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. The Purchasing Division shall provide information on changes to locations and schedules.

9. ONSITE VISIT

9.1. Bidder may request a site visit. All site visits shall be scheduled for November 18, 2025, or November 19, 2025.

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, Quantities and Frequencies (Every 2 or 4 Weeks)

10.1.1. County of Rockland Department of Goods and Services (DGS)
 50 Sanatorium Road
 Building A, 2nd Floor, Room 256
 Pomona, NY 10970
 Frequency E2W
 Console – 1

10.1.2. County of Rockland Department of Buildings and Codes
 50 Sanatorium Road
 Building A, 2nd Floor
 Pomona, NY 10970
 Frequency E2W
 Console – 1

10.1.3. County of Rockland Department of Finance
 50 Sanatorium Road
 Building A, 8th Floor, Rooms 829/842
 Pomona, NY 10970
 Frequency E4W
 Consoles – 2

10.1.4. County of Rockland Department of Personnel
 50 Sanatorium Road
 Building A, 7th Floor
 Pomona, NY 10970
 Frequency E2W
 Console – 3
 64 Gallon Container – 1

COUNTY OF ROCKLAND - DGS-PURCHASING
 BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

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

**RFB #:
 RFB-RC-2025-094**

- 10.1.5. County of Rockland ITS Division
 50 Sanatorium Road
 Building A, 1st Floor, Room D-16
 Pomona, NY 10970
 Frequency E2W
 Console – 1
- 10.1.6. County of Rockland Purchasing Division
 50 Sanatorium Road
 Building A, 6th Floor, Room 642B
 Pomona, NY 10970
 Frequency E4W
 Console – 1
- 10.1.7. County of Rockland Community Development
 50 Sanatorium Road
 Building A, 6th Floor
 Pomona, NY 10970
 Frequency E4W
 64 Gallon Container - 1
- 10.1.8. County of Rockland Environmental Resources
 50 Sanatorium Road
 Building A, 6th Floor, Room 619
 Pomona, NY 10970
 Frequency E2W
 64 Gallon Container - 1
- 10.1.9. County of Rockland Youth Bureau
 50 Sanatorium Road
 Building A, 7th Floor Rm 714
 Pomona, NY 10970
 Frequency E2W
 Console - 1
- 10.1.10. Rockland County Medical Examiner's Office
 50 Sanatorium Road
 Building H
 Pomona, NY 10970
 Frequency E4W
 Console – 1
- 10.1.11. County of Rockland Health Department
 50 Sanatorium Road
 Buildings A, D and J
 Pomona, NY 10970
 Frequency E2W
 Consoles
 Building A - 3
 Building D - 6
 Building J – 2

COUNTY OF ROCKLAND - DGS-PURCHASING
 BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

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

**RFB #:
 RFB-RC-2025-094**

- 10.1.12. County of Rockland Department of Social Services
 - 50 Sanatorium Road
 - Building C
 - Pomona, NY 10970
 - Frequency E2W
 - Consoles – 7
 - 64 Gallon Containers - 1
- 10.1.13. County of Rockland Department of Mental Health
 - 50 Sanatorium Road
 - Building F, 2nd Floor
 - Pomona, NY 10970
 - Frequency E2W
 - Consoles – 2
- 10.1.14. County of Rockland Office for the Aging
 - 50 Sanatorium Road
 - Building F, 1st Floor
 - Pomona, NY 10970
 - Frequency E4W
 - Consoles – 1
- 10.1.15. Rockland County Police Academy
 - 50 Sanatorium Road
 - Building G
 - Pomona, NY 10970
 - Frequency E2W
 - Console – 1
- 10.1.16. County of Rockland Department of Social Services
 - 50 Sanatorium Road
 - Buildings L
 - Pomona, NY 10970
 - Frequency E2W
 - Consoles – 6
 - 64 Gallon Containers - 10
- 10.1.17. County of Rockland Legislatures Office
 - 11 New Hempstead Road
 - First Floor
 - New City, NY 10956
 - Frequency E4W
 - Console – 1
- 10.1.18. County of Rockland Probation
 - 11 New Hempstead Road
 - Second Floor
 - New City, NY 10956
 - Frequency E4W
 - 95 Gallon Container – 1

COUNTY OF ROCKLAND - DGS-PURCHASING
 BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

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

**RFB #:
 RFB-RC-2025-094**

10.1.19. County of Rockland Law Department
 11 New Hempstead Road
 Third Floor
 New City, NY 10956
 Frequency E2W
 95 Gallon Containers – 2

10.1.20. Rockland County Jail Admin Services
 Correctional Center
 53 New Hempstead Road
 New City, NY 10956
 Frequency E4W
 Consoles – 3

10.1.21. County of Rockland Correctional Health
 Correctional Center
 53 New Hempstead Road
 New City, NY 10956
 Frequency E4W
 Consoles – 2

10.1.22. County of Rockland Department of Mental Health Behavioral Health
 Correctional Center
 53 New Hempstead Road
 New City, NY 10956
 Frequency E4W
 Console – 1

10.1.23. Rockland County Fire and Emergency Services
 Fire Training Center (FTC)
 35 Firemen's Memorial Drive
 Pomona, NY 10970
 Frequency E4W
 95 Gallon Container – 1

10.1.24. Rockland County Veterans Agency (VA)
 20 Squadron Blvd.,
 Suite 101
 New City, NY 10956
 Frequency E4W
 Console – 1

10.2. Locations required on an as needed basis.

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

COUNTY OF ROCKLAND - DGS-PURCHASING
 BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

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

**RFB #:
 RFB-RC-2025-094**

- 10.2.2. County of Rockland Woman's Health Clinic
 14 South Main Street
 Spring Valley, NY 10977
 Services as needed
 Console - 1
- 10.2.3. Rockland County District Attorney Office (DA)
 1 South Main Street
 New City, NY 10956
 Frequency No Services At This Time
 Containers – 0
- 10.2.4. County of Rockland Archives
 50 Sanatorium Road
 Building S
 Pomona, NY 10970
 Services as needed
 Banker Boxes
- 10.2.5. County of Rockland Human Rights Commission
 50 Sanatorium Road
 Building A, 6th Floor, Room 625
 Pomona, NY 10970
 Services as needed
 Banker Boxes

11. CONSOLES/CONTAINERS

11.1. The County of Rockland has approximately 71 Console/Containers throughout the County locations.

11.1.1. Console/Container approximate breakdown as follows:

- 11.1.1.1. Consoles - 47
- 11.1.1.2. 64 Gallon Containers (Tôtes) – 14
- 11.1.1.3. 95 Gallon Containers (Tôtes) - 10

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)

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.

COUNTY OF ROCKLAND - DGS-PURCHASING
 BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

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

**RFB #:
 RFB-RC-2025-094**

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 invoices.
- 14.4. Bidder shall provide the Certificate of Destruction within two (2) weeks of pickup.
 - 14.4.1. Bidders shall provide a sample of their Certificate of Destruction with their bid submittal.

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
 - 15.2.1.4. 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
- 15.5. New City Government Campus, Dept. of Law, Location #1 (See Map on page 13).
 - 11 New Hempstead Road
 - New City, NY 10956
 - Average Pickup: 25-75 Bankers Boxes (Approximately 100 Boxes Annually).
 - 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 where pickups are made to empty consoles/containers that the 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).

COUNTY OF ROCKLAND - DGS-PURCHASING
BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

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

**RFB #:
RFB-RC-2025-094**

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 for each day of service.

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

17.1.2. There are several locked and secured locations that require admission and escorts. Every effort shall be made to allow for a timely service. **No penalty or service fee will be allowed for waiting time.**

18. CONTRACT VALUE

18.1. The current estimated annual expenditure is \$30,000.00.

18.2. The current contract RFB-RC-2022-095 has expended \$90,195.00 from 12/23/2022 through 10/31/2025.

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.