

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

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

Contract Period: November 7, 2019 through November 6, 2020 with 2 one-year options
Extended though 11/6/2022

Original Date of Issue: November 7, 2019

Date of Revision: 10/27/2021

BID No: **RFB-RC-2019-077**

Catalog: **Miscellaneous Services**

Authorized Users: County Agencies, All Political Subdivisions

Address Inquires 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 19-077	0000026004	HV Shred Inc. d/b/a Legal Shred 1014 Grand Blvd. Suite 6 Deer Park, NY 11729 Contact: Mr. Jason Fredricks jason@legalshred.com	844-747-3300 FAX: 888-445-1978

**COUNTY OF ROCKLAND
DGS – PURCHASING DEPARTMENT
BLDG. A, 2ND 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	1,300	EACH	<u>\$5.95</u> Cost per Console	\$7,735.00	HV Shred Inc. dba Legal Shred
2	DOCUMENT SHREDDING OF CONFIDENTIAL RECORDS, COST OF EMPTYING 64 GALLON CONTAINER AND SHRED ONSITE OR APPROVED EQUAL	96227000009	300	EACH	<u>\$17.50</u> Cost per 64 Gallon Container	\$5,250.00	HV Shred Inc. dba Legal Shred
3	DOCUMENT SHREDDING OF CONFIDENTIAL RECORDS, COST OF EMPTYING 95 GALLON CONTAINER AND SHRED ONSITE OR APPROVED EQUAL	96227000010	30	EACH	<u>\$22.50</u> Cost per 95 Gallon Container	\$675.00	HV Shred Inc. dba Legal Shred
4	DOCUMENT SHREDDING OF CONFIDENTIAL RECORDS, COST OF SHREDDING BANKERS BOX (County supplied boxes) ONSITE OR APPROVED EQUAL	96227000011	2,300	EACH	<u>\$1.85</u> Cost per Bankers Box	\$4,255.00	HV Shred Inc. dba Legal Shred
5	TOTAL EXTENDED PRICE FOR LINE ITEMS ONE THROUGH FOUR					\$17,915.00	HV Shred Inc. dba Legal Shred

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**BID NUMBER: RFB-RC-2019-077**

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 certification for all personnel being provided for this service.
 - 2.6.2. Bidder shall provide any new personnel and their bond certification whenever new personnel is supplied to perform shredding services to the County of Rockland.

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2.6.3. 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:

- 2.6.3.1. “The County of Rockland is additionally insured” in writing
- 2.6.3.2. Contract #RFB-RC-2019-077
- 2.6.3.3. Additionally, insured box is checked
- 2.6.3.4. 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 2019 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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TITLE: Shredding of Confidential Records and Documents**BID NUMBER: RFB-RC-2019-077****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 34-40). 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 on page 12).
- 8.3.1.1. Currently only Buildings being serviced are A, C, D, F, 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 on page 13).
- 8.3.2.1. Currently only Buildings being serviced are 1, 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 August 12, 2019, August 13, 2019 or August 15, 2019.

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

9.2. To schedule a site visit, call Ellery L. Hochman of the Purchasing Division at 845-364-2984.

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 – 1

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 Finance

50 Sanatorium Road
 Building A, 8th Floor
 Pomona, NY 10970
 Consoles – 2

10.1.4. Rockland County Medical Examiner's Office

50 Sanatorium Road
 Building A, 2nd Floor
 Pomona, NY 10970
 Console – 1

10.1.5. County of Rockland ITS Division

50 Sanatorium Road
 Building A, 1st Floor
 Pomona, NY 10970
 Console – 1

10.1.6. County of Rockland Purchasing Division

50 Sanatorium Road
 Building A, 6th Floor
 Pomona, NY 10970
 Console – 1

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10.1.7. County of Rockland Health Department

50 Sanatorium Road
Buildings A, D and J
Pomona, NY 10970

Consoles
Building A - 3
Building D - 7
Building J - 2

10.1.8. County of Rockland Department of Mental Health

50 Sanatorium Road
Building F
Pomona, NY 10970
Consoles - 4

County of Rockland Department of Mental Health Behavioral Health
Rockland County Correctional Center
53 New Hempstead Road
New City, NY 10956
Console - 1

10.1.9. County of Rockland Department of Social Services

50 Sanatorium Road
Buildings C and L
Pomona, NY 10970

Building C
Consoles - 6
64 Gallon Containers - 1

Building L
Consoles - 5
64 Gallon Containers - 10

10.1.10. Rockland County Jail Admin Services

Correctional Center
53 New Hempstead Road
New City, NY 10956
Consoles - 3

10.1.11. County of Rockland Correctional Health

Correctional Center
53 New Hempstead Road
New City, NY 10956
Console - 1

10.1.12. Rockland County District Attorney Office (DA)

1 South Main Street
New City, NY 10956
95 Gallon Container - 3

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10.1.13. Veterans Agency (VA)
20 Squadron Blvd., Suite 480
New City, NY 10956
Consoles – 1

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

11. CONSOLES/CONTAINERS

11.1. The County of Rockland has approximately 55 Console/Containers throughout the County locations.

11.1.1. Console/Container approximate breakdown as follows:

- 11.1.1.1. Consoles - 39
- 11.1.1.2. 64 Gallon Containers (Totes) – 11
- 11.1.1.3. 95 Gallon Containers (Totes) - 2

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”.

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, Washington Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Day after 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.

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15. ESTIMATED ANNUAL PICKUP USAGE FOR EACH LOCATION

15.1. Dr R L Yeager Health Center Campus, Locations A, C, D, F, 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.

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, ALTERNATIVE

16.1. All packaging that do 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

Any alterations to this document made by the Offeror may be grounds for rejection of the proposal, cancellation of any subsequent award, or any legal remedies available to the County of Rockland.

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

17.1.2.1. 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 to \$30,000.

19. AWARD

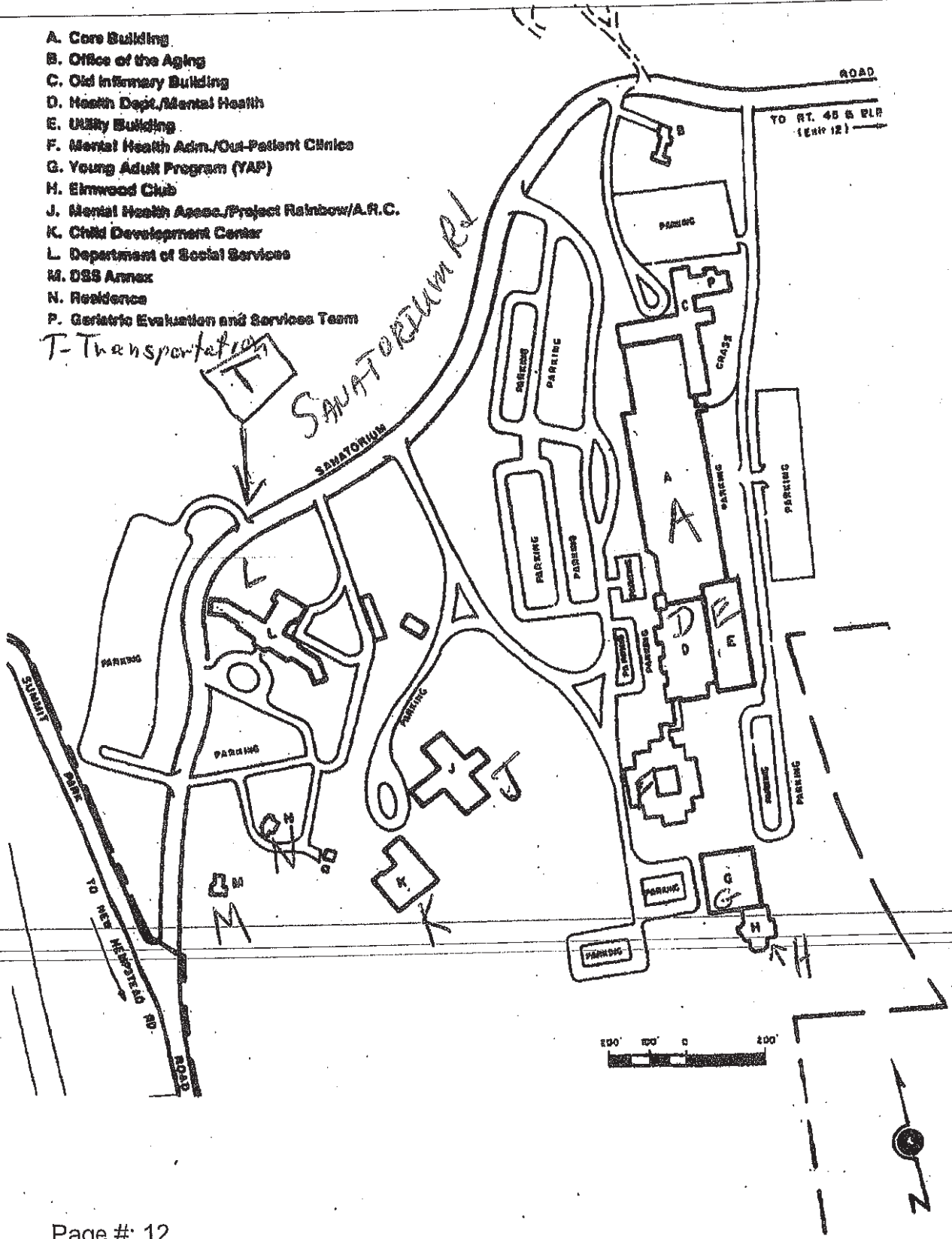
19.1. Bid shall be awarded to the lowest responsible bidder in its entirety.

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.

YEAGER HEALTH CENTER CAMPUS

YEAGER HEALTH CENTER CAMPUS

- A. Core Building
- B. Office of the Aging
- C. Old Infirmary Building
- D. Health Dept./Mental Health
- E. Utility Building
- F. Mental Health Adm./Out-Patient Clinics
- G. Young Adult Program (YAP)
- H. Elmwood Club
- J. Mental Health Assoc./Project Rainbow/A.R.C.
- K. Child Development Center
- L. Department of Social Services
- M. DSS Annex
- N. Residence
- P. Geriatric Evaluation and Services Team
- T-Transportation



NEW CITY GOVERNMENT CAMPUS

1. Allison-Parris Building
2. County Court House
3. County Highway
4. County Clerk
5. Sheriff's Office
6. Sain Building
7. Law Library
8. County Jail

