



COMMISSIONERS COURT  
COMMUNICATION

REFERENCE NUMBER

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DATE: 09/10/2019

SUBJECT: **RFP NO. 2019-204 - ANNUAL CONTRACT FOR ON-SITE SECURE COLLECTION AND CROSS-CUT SHREDDING OF CONFIDENTIAL DOCUMENTS - PUBLIC HEALTH - VARIOUS VENDORS - PER UNIT PRICE**

**COMMISSIONERS COURT ACTION REQUESTED:**

It is requested that Commissioners Court award RFP No. 2019-204, Annual Contract for On-Site Secure Collection and Cross-Cut Shredding of Confidential Documents, for Public Health, to the following vendors at the per unit price:

Primary	Green Planet 21, d/b/a American Shredding, Inc.
Secondary	MIDCON Data Services, LLC

**BACKGROUND:**

Notice of the County's intent to bid was advertised in local newspapers, as required by State statute, posted on the Internet, the Arlington Black Chamber of Commerce, the Fort Worth Hispanic Chamber of Commerce, the Fort Worth Metropolitan Black Chamber of Commerce, and the Tarrant County Asian American Chamber of Commerce. Two hundred eighteen (218) vendors were contacted and requested to participate in this proposal process. All documents pertaining to this RFP were posted on the Tarrant County website and were downloaded by interested parties. A pre-proposal conference held on July 11, 2019 was attended by two (2) vendors as well as representatives from Public Health and Purchasing. Four (4) proposals were received.

Proposals were evaluated by Public Health and Purchasing representatives. Evaluations were based upon the criteria and processes set forth in the RFP. Marshall Shredding Company was deemed non-responsive for failure to respond to Response Items and Questionnaire as required.

The proposals received from the vendors listed above meet all specifications and are acceptable to Public Health.

The term of the contract is twelve (12) months, effective September 10, 2019, with two (2) options for renewal periods of twelve (12) months each.

SUBMITTED BY: Purchasing

PREPARED BY: Christina Martinez

APPROVED BY:



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Therefore, it is the joint recommendation of Public Health and Purchasing that RFP No. 2019-204, Annual Contract for On-Site Secure Collection and Cross-Cut Shredding of Confidential Documents, be awarded to the vendors listed above at the per unit price.

## **FISCAL IMPACT:**

Annual expenses are estimated to be approximately \$20,500.00. Services are provided on an as-needed basis. The cost will be paid from grant funds.