

## PUBLIC NOTICE REQUEST FOR QUOTE (RFQ)

The Trumbull County Department of Job and Family Services (TCDJFS) is now soliciting quotes from interested parties to secure the following HIPPA compliant, onsite document destruction services for the period beginning any time after January 1, 2023 and ending no later than December 31, 2024:

1. Provide a minimum of three (3) secure containers (currently two (2) 36” consoles and one (1) 64-gallon tote) at the Child Support Enforcement Agency location (159 East Market Street, Warren, Ohio 44481). All containers, including an additional two (2) independently owned consoles located at the Child Support Enforcement Agency location, to be routinely serviced onsite a minimum of one (1) time per month.
2. Provide a minimum of three (3) secure containers (currently one (1) 36” console and two (2) 64-gallon totes) at the Job and Family Services’ location (280 North Park Avenue, Warren, Ohio 44481) to be routinely serviced onsite a minimum of every two weeks.
3. Provide routine, poundage based, onsite mass destruction of documents to be placed in additional storage containers provided by your company at the Job and Family Services’ location a minimum of every 2 weeks. Current routine mass document weight fluctuates and is averaged at approximately 1,100 pounds per month over a calendar year.
4. Provide non-routine, poundage based, onsite mass destruction services to either location as needed in addition to the above-described routine service and containers. Non-routine services would require a one (1) week notice.
5. Provide non-routine, onsite destruction of electronic hard drives and media to either location as needed. Non-routine services would require a one (1) week notice.
6. Provide a certificate of destruction for each service indicating the date of onsite service and removal, and the amount destroyed in pounds which will be used to support invoicing of destroyed material specifically by poundage.

The current container sizes provided above are NOT required sizes in the generation of a quote response. The current container sizes provided above are provided for informational purposes only. Quotes generated by potential contractors in response to this RFQ should be developed at each contractor’s own discretion so long as sufficient storage is provided for the accumulation of documents to be destroyed and the minimum requirements of the RFQ are met.

Completed quotes, in original, hard copy form and according to the specifications provided in this RFQ document, must be submitted in person or by mail in accordance with the delivery options outlined in this RFQ to **TCDJFS, Attn: Melissa Binion, Fiscal Officer, at 280 N. Park Ave., Warren, OH 44481 on or before 11:00 a.m. Friday, December 30, 2022** according to the following specifications:

1. A description of pricing and all expenses for the provision of the above-described services (taking into consideration any increases in cost through December 31, 2024) signed in in **blue ink** by a company representative who is authorized to enter into a contractual agreement.
2. A brief description of your company, its background, and any pertinent information related to current or past service provision by your company to other organizations to support your suitability to provide this service.
3. Clear identification of the intended use of any subcontractors to provide all or any portion of the above-described service, including the company name, principal business address, name, title/position, phone number, and email contact of a person authorized to legally bind the subcontractor to contractual obligations. If the subcontractor already provides the described services for the quoting entity, a copy of the current subcontract must be included with the quote.

4. Verification that your company is bonded and insured with adequate liability and insurance limits.
5. Current Worker's Compensation certificate.
6. A fully executed TCDJFS' "Provider Disclosures and Attestation" document along with the mandatory fully executed Standard Affirmation and Disclosure Form as required by Executive Order 2011-12K Banning the Expenditure of Public Funds on Offshore Services. Both forms for execution (in **blue ink** by a company representative who is authorized to enter into a contractual agreement) and submission with any response to this quote are posted via electronic means on the TCDJFS' internet site on the worldwide web and found at <http://hs.co.trumbull.oh.us/> and can be accessed by choosing the link indicating "News & Events."

Should a service contract award result from this RFQ, the resulting award may be for up to a two (2) year period and as such, any projected rate adjustments throughout this period must be submitted in this original quote. **Failure to submit all required information strictly in accordance with the guidelines, specifications, and requirements above will eliminate submitted quotes from consideration under this request.**

Quotes may be mailed or hand-delivered directly to the issuing department as listed above. Contractors assume the risk of method of dispatch chosen. TCDJFS will not be responsible for quotes incorrectly addressed or delivered to any location other than the TCDJFS' location specified above. TCDJFS assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual quote receipt. Quotes may **not** be delivered by facsimile transmission or other telecommunication or electronic means. It is the responsibility of any potential contractor to ensure that TCDJFS has received the complete quote before the deadline. No confirmation of mailed quotes can be provided. Hand delivered quotes will be accepted by established appointment only during regular business hours from 8:30 a.m. to 4:15 p.m. Monday through Friday, except holidays; regardless of restrictions associated with public access to the TCDJFS' building related to any Covid-19 restrictions as of the date of release of this RFQ or any potential restrictions implemented during the RFQ response period. There will be no exceptions made to this requirement. For hand delivery the potential contractor must request an appointment no later than twenty-four (24) hours in advance by e-mailing [Trumbull\\_Fiscal@jfs.ohio.gov](mailto:Trumbull_Fiscal@jfs.ohio.gov) using the subject line: "CY2023 Document Destruction RFQ Delivery Request" and including three (3) potential dates and times a minimum of 2 hours apart in the body of the e-mail request. Confirmation of the delivery time with instructions will be issued in writing via e-mail response. Any quote received after the date and time specified above will not be given consideration.

All quote submissions and associated documents in response to this RFQ shall become the property of TCDJFS. It is imperative that potential contractors ensure that final quote submissions are complete prior to delivery to TCDJFS. Materials received separately from a provider's initial quote submission will not be added to the quote nor considered in the review process. Should the contractor utilize separate packages for the delivery of separate portions of the required quote items, these will be considered as separate submissions and will be considered incomplete for further consideration. Under no circumstances will a contractor be permitted to alter a quote once it has been submitted or opened; however, TCDJFS does reserve the right to request clarification and/or additional information associated with any or all aspects of a submitted quote from a potential contractor prior to final contract award.

All quotes will be evaluated in accordance with competitive standards to determine selection of the preliminary contract award at the sole discretion of TCDJFS and may be subject to negotiation prior to award of a final Contract. TCDJFS reserves the right to determine all terms and allowable costs to be included in a final Contract. Costs will be paid to the Contractor following invoicing and will be made on the basis of payment of actual allowable and contracted costs only. Award of a contract is contingent upon the Federal and State allocation of funding for this service for the Federal Fiscal Years 2023, 2024, and 2025. TCDJFS is not obligated to award a service contract as a result of this quote request. TCDJFS reserves the right to cancel, re-issue, or issue no award on this Request at its discretion.

Please be advised that in the event that a contractor is selected to provide the detailed services, per Trumbull County contracting requirements, an authorized representative of your company will be required to sign and execute the following documents in conjunction with the contractual agreement:

1. Non-Collusion Affidavit
2. Personal Property Tax Affidavit, required by Section 5719.042 of the Ohio Revised Code
3. “Sign-Off Sheet” in agreement that the terms of the Drug and Alcohol Free Workplace Policy adopted by Trumbull County on 09/07/16 also apply to any contractors directly reimbursed or paid for services through the County

For any questions related to the specifications outlined in this RFQ, contact the Fiscal Office at TCDJFS in writing only via e-mail communication to [Trumbull\\_Fiscal@jfs.ohio.gov](mailto:Trumbull_Fiscal@jfs.ohio.gov) using the subject line: CY2023 Document Destruction RFQ Question. TCDJFS will not be responsible for clarification requests submitted failing to use the identified subject line and therefore not addressed, or clarification requests submitted via any other means.