

# COUNTY OF FRESNO

## REQUEST FOR QUOTATION

**NUMBER: 962-5198**

### DOCUMENT SHREDDING AND MEDIA DESTRUCTION SERVICES

**August 6, 2013**

ORG/Requisition: 28500100/ 8501300207 PURCHASING USE JEB G:\PUBLIC\RFQ\962-5198 DOCUMENT SHREDDING & MEDIA DESTRUCTION SVCS.DOC

**IMPORTANT: SUBMIT QUOTATION IN SEALED PACKAGE WITH QUOTATION NUMBER, CLOSING DATE AND BUYER'S NAME MARKED CLEARLY ON THE OUTSIDE TO:**

COUNTY OF FRESNO, Purchasing  
4525 EAST HAMILTON AVENUE, 2<sup>nd</sup> Floor  
FRESNO, CA 93702-4599

**CLOSING DATE OF BID WILL BE AT 2:00 P.M., ON SEPTEMBER 5, 2013.**

QUOTATIONS WILL BE CONSIDERED LATE WHEN THE OFFICIAL PURCHASING TIME CLOCK READS 2:00 P.M. Quotations will be opened and publicly read at that time. All quotation information will be available for review after contract award.

Clarification of specifications is to be directed to: Caleb J. Brooks, e-mail [CountyPurchasing@co.fresno.ca.us](mailto:CountyPurchasing@co.fresno.ca.us), phone (559) 600-7124, FAX (559) 600-7126.

**GENERAL CONDITIONS:** See "County Of Fresno Purchasing Standard Instructions And Conditions For Request For Proposals (RFP'S) and Requests for Quotations (RFQ'S)" attached. Check County of Fresno Purchasing's Open Solicitations website at <http://www2.co.fresno.ca.us/0440/Bidshome2.asp> for RFQ/RFP documents and changes.

#### BIDDER TO COMPLETE

UNDERSIGNED AGREES TO FURNISH THE COMMODITY OR SERVICE STIPULATED IN THE ATTACHED QUOTATION SCHEDULE AT THE PRICES AND TERMS STATED, SUBJECT TO THE "COUNTY OF FRESNO PURCHASING STANDARD INSTRUCTIONS AND CONDITIONS FOR REQUEST FOR QUOTATIONS (RFP'S) AND REQUESTS FOR QUOTATIONS (RFQ'S)" ATTACHED.

Except as noted on individual items, the following will apply to all items in the Quotation Schedule.

1. Complete delivery will be made within \_\_\_\_\_ calendar days after receipt of Order.
2. A cash discount \_\_\_\_\_ % \_\_\_\_\_ days will apply.

COMPANY

ADDRESS

CITY

STATE

ZIP CODE

( )

TELEPHONE NUMBER

( )

FACSIMILE NUMBER

E-MAIL ADDRESS

SIGNED BY

PRINT NAME

TITLE

## COUNTY OF FRESNO PURCHASING

### STANDARD INSTRUCTIONS AND CONDITIONS FOR REQUESTS FOR PROPOSALS (RFP'S) AND REQUESTS FOR QUOTATIONS (RFQ'S)

Note: the reference to "bids" in the following paragraphs applies to RFP's and RFQ's

## GENERAL CONDITIONS

By submitting a bid the bidder agrees to the following conditions. These conditions will apply to all subsequent purchases based on this bid.

1. BID PREPARATION:

- A) All prices and notations must be typed or written in ink. No erasures permitted. Errors may be crossed out, initialed and corrections printed in ink by person signing bid.
- B) Brand Names: Brand names and numbers when given are for reference. Equal items will be considered, provided the offer clearly describes the article and how it differs from that specified. In the absence of such information it shall be understood the offering is exactly as specified.
- C) State brand or make of each item. If bidding on other than specified, state make, model and brand being bid and attach supporting literature/specifications to the bid.
- D) Bid on each item separately. Prices should be stated in units specified herein. All applicable charges must be quoted; charges on invoice not quoted herein will be disallowed.
- E) Time of delivery is a part of the consideration and must be stated in definite terms and must be adhered to. F.O.B. Point shall be destination or freight charges must be stated.
- F) All bids must be dated and signed with the firm's name and by an authorized officer or employee.
- G) Unless otherwise noted, prices shall be firm for one hundred eighty (180) days after closing date of bid.

2. SUBMITTING BIDS:

- A) Each bid must be submitted on forms provided in a sealed envelope/package with bid number and closing date and time on the outside of the envelope/package.
- B) Interpretation: Should any discrepancies or omissions be found in the bid specifications or doubt as to their meaning, the bidder shall notify the Buyer in writing at once. The County shall not be held responsible for verbal interpretations. Questions regarding the bid must be received by Purchasing at least five (5) working days before bid opening. All addenda issued shall be in writing, duly issued by Purchasing and incorporated into the contract.
- C) ISSUING AGENT/AUTHORIZED CONTACT: This RFP/RFQ has been issued by County of Fresno, Purchasing. Purchasing shall be the vendor's sole point of contact with regard to the RFP/RFQ, its content, and all issues concerning it.

All communication regarding this RFP/RFQ shall be directed to an authorized representative of County Purchasing. The specific buyer managing this RFP/RFQ is identified on the cover page, along with

his or her telephone number, and he or she should be the primary point of contact for discussions or information pertaining to the RFP/RFQ. Contact with any other County representative, including elected officials, for the purpose of discussing this RFP/RFQ, its content, or any other issue concerning it, is prohibited unless authorized by Purchasing. Violation of this clause, by the vendor having unauthorized contact (verbally or in writing) with such other County representatives, may constitute grounds for rejection by Purchasing of the vendor's quotation.

The above stated restriction on vendor contact with County representatives shall apply until the County has awarded a purchase order or contract to a vendor or vendors, except as follows. First, in the event that a vendor initiates a formal protest against the RFP/RFQ, such vendor may contact the appropriate individual, or individuals who are managing that protest as outlined in the County's established protest procedures. All such contact must be in accordance with the sequence set forth under the protest procedures. Second, in the event a public hearing is scheduled before the Board of Supervisors to hear testimony prior to its approval of a purchase order or contract, any vendor may address the Board.

- D) Bids received after the closing time will NOT be considered.
- E) Bidders are to bid what is specified or requested first. If unable to or unwilling to, bidder may bid alternative or option, indicating all advantages, disadvantages and their associated cost.
- F) Public Contract Code Section 7028.15

Where the State of California requires a Contractor's license, it is a misdemeanor for any person to submit a bid unless specifically exempted.

3. FAILURE TO BID:

- A) If not bidding, return bid sheet and state reason for no bid or your name may be removed from mailing list.

4. TAXES, CHARGES AND EXTRAS:

- A) County of Fresno is subject to California sales and/or use tax (8.225%). Please indicate as a separate line item if applicable.
- B) **DO NOT** include Federal Excise Tax. County is exempt under Registration No. 94-73-03401-K.
- C) County is exempt from Federal Transportation Tax. Exemption certificate is not required where shipping papers show consignee as County of Fresno.
- D) Charges for transportation, containers, packing, etc. will not be paid unless specified in bid.

## Quotation No. 962-5198

### 5. W-9 – REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION & CALIFORNIA FORM 590 WITHHOLDING EXEMPTION CERTIFICATE:

Upon award of bid, the vendor shall submit to County Purchasing, a completed IRS Form W-9 - Request for Taxpayer Identification Number and Certification and a California Form 590 Withholding Exemption Certificate if not currently a County of Fresno approved vendor.

### 6. AWARDS:

- A) Award(s) will be made to the most responsive responsible bidder; however, the Fresno County Local Vendor Preference and/or the Disabled Veteran Business Enterprise Preference shall take precedence when applicable. Said Preferences apply only to Request for Quotations for materials, equipment and/or supplies only (no services); the preference do not apply to Request for Proposals. RFQ evaluations will include such things as life-cycle cost, availability, delivery costs and whose product and/or service is deemed to be in the best interest of the County. The County shall be the sole judge in making such determination.
- B) Unless bidder gives notice of all-or-none award in bid, County may accept any item, group of items or on the basis of total bid.
- C) The County reserves the right to reject any and all bids and to waive informalities or irregularities in bids.
- D) Award Notices are tentative: Acceptance of an offer made in response to this RFP/RFQ shall occur only upon execution of an agreement by both parties or issuance of a valid written Purchase Order by Fresno County Purchasing.
- E) After award, all bids shall be open to public inspection. The County assumes no responsibility for the confidentiality of information offered in a bid.

### 7. TIE BIDS:

All other factors being equal, the contract shall be awarded to the Fresno County vendor or, if neither or both are Fresno County vendors, it may be awarded by the flip of a coin in the presence of witnesses or the entire bid may be rejected and re-bid. If the General Requirements of the RFQ state that they are applicable, the provisions of the Fresno County Local Vendor Preference shall take priority over this paragraph.

### 8. PATENT INDEMNITY:

The vendor shall hold the County, its officers, agents and employees, harmless from liability of any nature or kind, including costs and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with this bid.

### 9. SAMPLES:

Samples, when required, must be furnished and delivered free and, if not destroyed by tests, will upon written request (within thirty (30) days of bid closing date) be returned at the bidder's expense. In the absence of such notification, County shall have the right to dispose of the samples in whatever manner it deems appropriate.

### 10. RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT:

- A) In case of default by vendor, the County may procure the articles or service from another source and may recover the cost difference and related expenses occasioned thereby from any unpaid balance due

the vendor or by proceeding against performance bond of the vendor, if any, or by suit against the vendor. The prices paid by the County shall be considered the prevailing market price at the time such purchase is made.

- B) Articles or services, which upon delivery inspection do not meet specifications, will be rejected and the vendor will be considered in default. Vendor shall reimburse County for expenses related to delivery of non-specified goods or services.
- C) Regardless of F.O.B. point, vendor agrees to bear all risks of loss, injury or destruction to goods and materials ordered herein which occur prior to delivery and such loss, injury or destruction shall not release vendor from any obligation hereunder.

### 11. DISCOUNTS:

Terms of less than fifteen (15) days for cash payment will be considered as net in evaluating this bid. A discount for payment within fifteen (15) days or more will be considered in determining the award of bid. Discount period will commence either the later of delivery or receipt of invoice by the County. Standard terms are Net forty-five (45) days.

### 12. SPECIAL CONDITIONS IN BID SCHEDULE SUPERSEDE GENERAL CONDITIONS:

The "General Conditions" provisions of this RFP/RFQ shall be superseded if in conflict with any other section of this bid, to the extent of any such conflict.

### 13. SPECIAL REQUIREMENT:

With the invoice or within twenty-five (25) days of delivery, the seller must provide to the County a Material Safety Data Sheet for each product, which contains any substance on "The List of 800 Hazardous Substances", published by the State Director of Industrial Relations. (See Hazardous Substances Information and Training Act. California State Labor Code Sections 6360 through 6399.7.)

### 14. RECYCLED PRODUCTS/MATERIALS:

Vendors are encouraged to provide and quote (with documentation) recycled or recyclable products/materials which meet stated specifications.

### 15. YEAR COMPLIANCE WARRANTY:

Vendor warrants that any product furnished pursuant to this Agreement/order shall support a four-digit year format and be able to accurately process date and time data from, into and between the twentieth and twenty-first centuries, as well as leap year calculations. "Product" shall include, without limitation, any piece or component of equipment, hardware, firmware, middleware, custom or commercial software, or internal components or subroutines therein. This warranty shall survive termination or expiration of this Agreement.

In the event of any decrease in product functionality or accuracy related to time and/or date data related codes and/or internal subroutines that impede the product from operating correctly using dates beyond December 31, 1999, vendor shall restore or repair the product to the same level of functionality as warranted herein, so as to minimize interruption to County's ongoing business process, time being of the essence. In the event that such warranty compliance requires the acquisition of additional programs, the expense for any such associated or additional acquisitions, which may be required, including, without limitation, data conversion tools, shall be borne exclusively by vendor. Nothing in this warranty shall be construed to limit any rights or remedies the County may otherwise have under this Agreement with respect to defects other than year performance.

## Quotation No. 962-5198

### 16. PARTICIPATION:

Bidder may agree to extend the terms of the resulting contract to other political subdivision, municipalities and tax-supported agencies.

Such participating Governmental bodies shall make purchases in their own name, make payment directly to bidder, and be liable directly to the bidder, holding the County of Fresno harmless.

### 17. CONFIDENTIALITY:

All services performed by vendor shall be in strict conformance with all applicable Federal, State of California and/or local laws and regulations relating to confidentiality, including but not limited to, California Civil Code, California Welfare and Institutions Code, Health and Safety Code, California Code of Regulations, Code of Federal Regulations.

Vendor shall submit to County's monitoring of said compliance.

Vendor may be a business associate of County, as that term is defined in the "Privacy Rule" enacted by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). As a HIPAA Business Associate, vendor may use or disclose protected health information ("PHI") to perform functions, activities or services for or on behalf of County as specified by the County, provided that such use or disclosure shall not violate HIPAA and its implementing regulations. The uses and disclosures of PHI may not be more expansive than those applicable to County, as the "Covered Entity" under HIPAA's Privacy Rule, except as authorized for management, administrative or legal responsibilities of the Business Associate.

Vendor shall not use or further disclose PHI other than as permitted or required by the County, or as required by law without written notice to the County.

Vendor shall ensure that any agent, including any subcontractor, to which vendor provides PHI received from, or created or received by the vendor on behalf of County, shall comply with the same restrictions and conditions with respect to such information.

### 18. APPEALS:

Appeals must be submitted in writing within seven (7) working days after notification of proposed recommendations for award. A "Notice of Award" is not an indication of County's acceptance of an offer made in response to this RFP/RFQ. Appeals should be submitted to County of Fresno Purchasing, 4525 E. Hamilton Avenue, Fresno, California 93702-4599. Appeals should address only areas regarding RFP contradictions, procurement errors, quotation rating discrepancies, legality of procurement context, conflict of interest, and inappropriate or unfair competitive procurement grievance regarding the RFP/RFQ process.

Purchasing will provide a written response to the complainant within seven (7) working days unless the complainant is notified more time is required.

If the protesting bidder is not satisfied with the decision of Purchasing, he/she shall have the right to appeal to the Purchasing Agent/CAO within seven (7) business days after Purchasing's notification; except if, notified to appeal directly to the Board of Supervisors at the scheduled date and time.

If the protesting bidder is not satisfied with Purchasing Agent/CAO's decision, the final appeal is with the Board of Supervisors.

### 19. OBLIGATIONS OF CONTRACTOR:

A) CONTRACTOR shall perform as required by the ensuing contract. CONTRACTOR also warrants on behalf of itself and all subcontractors engaged for the performance of the ensuing contract that only persons authorized to work in the United States pursuant to the Immigration Reform and Control Act of 1986 and other applicable laws shall be employed in the performance of the work hereunder.

B) CONTRACTOR shall obey all Federal, State, local and special district laws, ordinances and regulations.

### 20. AUDITS & RETENTION:

The Contractor shall maintain in good and legible condition all books, documents, papers, data files and other records related to its performance under this contract. Such records shall be complete and available to Fresno County, the State of California, the federal government or their duly authorized representatives for the purpose of audit, examination, or copying during the term of the contract and for a period of at least three (3) years following the County's final payment under the contract or until conclusion of any pending matter (e.g., litigation or audit), whichever is later. Such records must be retained in the manner described above until all pending matters are closed.

### 21. DISCLOSURE – CRIMINAL HISTORY & CIVIL ACTIONS:

Applies to Request for Proposal (RFP); does not apply to Request for Quotation (RFQ) unless specifically stated elsewhere in the RFQ document.

In their proposal, the bidder is required to disclose if any of the following conditions apply to them, their owners, officers, corporate managers and partners (hereinafter collectively referred to as "Bidder"):

- Within the three-year period preceding the proposal, they have been convicted of, or had a civil judgment rendered against them for:
  - fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction;
  - violation of a federal or state antitrust statute;
  - embezzlement, theft, forgery, bribery, falsification, or destruction of records; or
  - false statements or receipt of stolen property

Within a three-year period preceding their proposal, they have had a public transaction (federal, state, or local) terminated for cause or default.

### 22. DATA SECURITY:

Individuals and/or agencies that enter into a contractual relationship with the COUNTY for the purpose of providing services must employ adequate controls and data security measures, both internally and externally to ensure and protect the confidential information and/or data provided to contractor by the COUNTY, preventing the potential loss, misappropriation or inadvertent access, viewing, use or disclosure of COUNTY data including sensitive or personal client information; abuse of COUNTY resources; and/or disruption to COUNTY operations.

Individuals and/or agencies may not connect to or use COUNTY networks/systems via personally owned mobile, wireless or handheld devices unless authorized by COUNTY for telecommuting purposes and provide a secure connection; up to date virus protection and mobile devices must have the remote wipe feature enabled. Computers or computer peripherals including mobile storage devices may not be used (COUNTY or Contractor

## Quotation No. 962-5198

device) or brought in for use into the COUNTY's system(s) without prior authorization from COUNTY's Chief Information Officer and/or designee(s).

No storage of COUNTY's private, confidential or sensitive data on any hard-disk drive, portable storage device or remote storage installation unless encrypted according to advance encryption standards (AES of 128 bit or higher).

The COUNTY will immediately be notified of any violations, breaches or potential breaches of security related to COUNTY's confidential information, data and/or data processing equipment which stores or processes COUNTY data, internally or externally.

COUNTY shall provide oversight to Contractor's response to all incidents arising from a possible breach of security related to COUNTY's confidential client information. Contractor will be responsible to issue any notification to affected individuals as required by law or as deemed necessary by COUNTY in its sole discretion. Contractor will be responsible for all costs incurred as a result of providing the required notification.

### 23. PURCHASING LOCATION & HOURS:

Fresno County Purchasing is located at 4525 E. Hamilton Avenue (**second floor**), Fresno, CA 93702. Non-holiday hours of operation are Monday through Friday, 8:00 A.M. to 12:00 Noon and 1:00 P.M. to 5:00

P.M. PST; Purchasing is closed daily from 12:00 Noon to 1:00 P.M. The following holiday office closure schedule is observed:

January 1*	New Year's Day
Third Monday in January	Martin Luther King, Jr.'s Birthday
Third Monday in February	Washington - Lincoln Day
March 31*	Cesar Chavez' Birthday
Last Monday in May	Memorial Day
July 4*	Independence Day
First Monday in September	Labor Day
November 11*	Veteran's Day
Fourth Thursday in November	Thanksgiving Day
Friday following Thanksgiving	
December 25*	Christmas

\* When this date falls on a Saturday, the holiday is observed the preceding Friday. If the date falls on a Sunday, the holiday is observed the following Monday.

## **BIDDING INSTRUCTIONS**

### **CONTRACT SERVICES**

The County of Fresno is soliciting bids to establish an agreement under which the successful bidder will provide all labor, materials, taxes and Insurances etc. as necessary to perform paper and computer media shredding services both on-site and off-site.

**LOCAL VENDOR PREFERENCE AND DISABLED VETERAN BUSINESS ENTERPRISE BID PREFERENCE:** The Local Vendor Preference and Disabled Veteran Business Enterprise Preference **does not** apply to this Request for Quotation.

**DEFINITIONS:** The terms Bidder, Proposer, Contractor and Vendor are all used interchangeably and refer to that person, partnership, corporation, organization, agency, etc. which is offering the quotation and is identified on page one of this Request For Quotation (RFQ).

**INTERPRETATION OF RFQ:** Vendors must make careful examination of the requirements, specifications and conditions expressed in the RFQ and fully inform themselves as to the quality and character of services required. If any person planning to submit a quotation finds discrepancies in or omissions from the RFQ or has any doubt as to the true meaning or interpretation, correction thereof may be requested in writing from Purchasing, a minimum of ten (10) County business days prior to the bid closing date.

Questions shall be submitted to County of Fresno Purchasing, [countypurchasing@co.fresno.ca.us](mailto:countypurchasing@co.fresno.ca.us), or faxed to (559) 600-7126. If faxing, the bidder must confirm receipt by phone, within one-half (1/2) hour of transmission.

**NOTE:** Time constraints will prevent County from responding to questions submitted after the cutoff date.

Any change in the Request for Quotation will be made by written addendum issued by the County. The County will not be responsible for any other explanations or interpretations.

**AWARD:** Award will be made to the vendor(s) offering the services deemed to be to the best advantage of the County. The County shall be the sole judge in making such determination. Award Notices are tentative: Acceptance of an offer made in response to this RFQ shall occur only upon execution of an agreement by both parties or issuance of a valid written Purchase Order by Fresno County Purchasing.

**RIGHT TO REJECT BIDS:** The County reserves the right to reject any and all bids and to waive informalities or irregularities in bids.

**ISSUING AGENT:** This RFQ has been issued by County of Fresno, Purchasing. Purchasing shall be the vendor's sole point of contact with regard to the RFQ, its content, and all issues concerning it.

**AUTHORIZED CONTACT:** All communication regarding this RFQ shall be directed to an authorized representative of County Purchasing. The specific buyer managing this RFQ is identified on the cover page, along with his or her telephone number, and he or she should be the primary point of contact for discussions or information pertaining to the RFQ. Contact with any other County representative, including elected officials, for the purpose of discussing this

RFQ, its content, or any other issue concerning it, is prohibited unless authorized by Purchasing. Violation of this clause, by the vendor having unauthorized contact (verbally or in writing) with such other County representatives, may constitute grounds for rejection by Purchasing of the vendor's quotation.

The above stated restriction on vendor contact with County representatives shall apply until the County has awarded a purchase order or contract to a vendor or vendors, except as follows. First, in the event that a vendor initiates a formal protest against the RFQ, such vendor may contact the appropriate individual, or individuals who are managing that protest as outlined in the County's established protest procedures. All such contact must be in accordance with the sequence set forth under the protest procedures. Second, in the event a public hearing is scheduled before the Board of Supervisors to hear testimony prior to its approval of a purchase order or contract, any vendor may address the Board.

**NUMBER OF COPIES:** Submit **one (1) original and two (2)** copies of your quotation no later than the quotation closing date and time as stated on the front of this document to County of Fresno Purchasing. Each copy to be identical to the original, include all supporting documentation (i.e. literature, brochures, reports, schedules etc.). The cover page of each quotation is to be appropriately marked "Original" or "Copy".

**FIRM QUOTATION:** All quotations shall remain firm for at least 180 days.

**TAXES:** The quoted amount must include all applicable taxes. If taxes are not specifically identified in the quotation it will be assumed that they are included in the total quoted.

**SALES TAX:** Fresno County pays California State Sales Tax in the amount of 8.225% regardless of vendor's place of doing business.

**MINOR DEVIATIONS:** The County reserves the right to negotiate minor deviations from the prescribed terms, conditions and requirements with the selected vendor.

**QUOTATION REJECTION:** Failure to respond to all questions or not to supply the requested information could result in rejection of your quotation.

**BIDDERS' LIABILITIES:** County of Fresno will not be held liable for any cost incurred by vendors in responding to the RFQ.

**PRICE RESPONSIBILITY:** The selected vendor will be required to assume full responsibility for all services and activities offered in the quotation, whether or not they are provided directly. Further, the County of Fresno will consider the selected vendor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The contractor may not subcontract or transfer the contract, or any right or obligation arising out of the contract, without first having obtained the express written consent of the County.

**CONFIDENTIALITY:** Bidders shall not disclose information about the County's business or business practices and safeguard confidential data which vendor staff may have access to in the course of system implementation.

**NEWS RELEASE:** Vendors shall not issue any news releases or otherwise release information to any third party about this RFQ or the vendor's quotation without prior written approval from the County of Fresno.

**BACKGROUND REVIEW:** The County reserves the right to conduct a background inquiry of each proposer/bidder which may include collection of appropriate criminal history information, contractual and business associations and practices, employment histories and reputation in the business community. By submitting a quotation/bid to the County, the vendor consents to such an inquiry and agrees to make available to the County such books and records the County deems necessary to conduct the inquiry.

**EXCEPTIONS:** Identify with explanation, any terms, conditions, specifications or stipulations of the RFQ with which you CAN NOT or WILL NOT comply.

**ADDENDA:** In the event that it becomes necessary to revise any part of this RFQ, addenda will be provided to all agencies and organizations that receive the basic RFQ.

**SUBCONTRACTORS:** If a subcontractor is proposed, complete identification of the subcontractor and his tasks shall be provided. The primary contractor is not relieved of any responsibility by virtue of using a subcontractor.

**CONFLICT OF INTEREST:** The County shall not contract with, and shall reject any bid or quotation submitted by the persons or entities specified below, unless the Board of Supervisors finds that special circumstances exist which justify the approval of such contract:

1. Employees of the County or public agencies for which the Board of Supervisors is the governing body.
2. Profit-making firms or businesses in which employees described in Subsection (1) serve as officers, principals, partners or major shareholders.
3. Persons who, within the immediately preceding twelve (12) months, came within the provisions of Subsection (1), and who were employees in positions of substantial responsibility in the area of service to be performed by the contract, or participated in any way in developing the contract or its service specifications.
4. Profit-making firms or businesses in which the former employees described in Subsection (3) serve as officers, principals, partners or major shareholders.
5. No County employee whose position in the County enables him to influence the selection of a contractor for this RFQ, or any competing RFQ, and no spouse or economic dependent of such employee, shall be employees in any capacity by a bidder, or have any other direct or indirect financial interest in the selection of a contractor.

**INVOICING:** All invoices are to be delivered in duplicate to the ordering department. Each invoice shall reference the purchase order or contract no. The contractor shall obtain the "invoice to" address when receiving the order.

**PAYMENT:** County will make partial payments for all purchases made under the contract/purchase order and accumulated during the month.

**CONTRACT TERM:** It is County's intent to contract with the successful bidder for a term of three (3) years.

**RENEWAL:** Agreement may be renewed for two (2) additional one (1) year periods by the mutual written consent of all parties.



**PRICES:** Bidder agrees that prices quoted are maximum for the contract period, and in the event of a price decline such lower prices shall be extended to the County of Fresno.

**QUANTITIES:** Quantities shown in the bid schedule are approximate and the County guarantees no minimum amount. The County reserves the right to increase or decrease quantities.

**ORDERING:** Orders will be placed as required by the various County Departments.

**INDEPENDENT CONTRACTOR:** In performance of the work, duties, and obligations assumed by Contractor under any ensuing Agreement, it is mutually understood and agreed that CONTRACTOR, including any and all of Contractor's officers, agents, and employees will at all times be acting and performing as an independent contractor, and shall act in an independent capacity and not as an officer, agent, servant, employee, joint venturer, partner, or associate of the COUNTY. Furthermore, County shall have no right to control or supervise or direct the manner or method by which Contractor shall perform its work and function. However, County shall retain the right to administer this Agreement so as to verify that Contractor is performing its obligations in accordance with the terms and conditions thereof. Contractor and County shall comply with all applicable provisions of law and the rules and regulations, if any, of governmental authorities having jurisdiction over matters the subject thereof.

Because of its status as an independent contractor, Contractor shall have absolutely no right to employment rights and benefits available to County employees. Contractor shall be solely liable and responsible for providing to, or on behalf of, its employees all legally-required employee benefits. In addition, Contractor shall be solely responsible and save County harmless from all matters relating to payment of Contractor's employees, including compliance with Social Security, withholding, and all other regulations governing such matters. It is acknowledged that during the term of the Agreement, Contractor may be providing services to others unrelated to the County or to the Agreement.

**HOLD HARMLESS CLAUSE:** Contractor agrees to indemnify, save, hold harmless and at County's request, defend the County, its officers, agents and employees, from any and all costs and expenses, damages, liabilities, claims and losses occurring or resulting to County in connection with the performance, or failure to perform, by Contractor, its officers, agents or employees under this Agreement and from any and all costs and expenses, damages, liabilities, claims and losses occurring or resulting to any person, firm or corporation who may be injured or damaged by the performance, or failure to perform, of Contractor, its officers, agents or employees under this Agreement.

**SELF-DEALING TRANSACTION DISCLOSURE:** Contractor agrees that when operating as a corporation (a for-profit or non-profit corporation), or if during the term of the agreement the Contractor changes its status to operate as a corporation, members of the Contractor's Board of Directors shall disclose any self-dealing transactions that they are a party to while Contractor is providing goods or performing services under the agreement with the County. A self-dealing transaction shall mean a transaction to which the Contractor is a party and in which one or more of its directors has a material financial interest. Members of the Board of Directors shall disclose any self-dealing transactions that they are a party to by completing and signing a Fresno County Self-Dealing Transaction Disclosure Form and submitting it to the County prior to commencing with the self-dealing transaction or immediately thereafter.

**INSURANCE:**

Without limiting the COUNTY's right to obtain indemnification from CONTRACTOR or any third parties, CONTRACTOR, at its sole expense, shall maintain in full force and effect, the following insurance policies or a program of self-insurance, including but not limited to, an insurance pooling arrangement or Joint Powers Agreement (JPA) throughout the term of the Agreement:

**A. Commercial General Liability**

Commercial General Liability Insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence and an annual aggregate of Two Million Dollars (\$2,000,000). This policy shall be issued on a per occurrence basis. COUNTY may require specific coverages including completed operations, products liability, contractual liability, Explosion-Collapse-Underground, fire legal liability or any other liability insurance deemed necessary because of the nature of this contract.

**B. Automobile Liability**

Comprehensive Automobile Liability Insurance with limits for bodily injury of not less than Two Hundred Fifty Thousand Dollars (\$250,000.00) per person, Five Hundred Thousand Dollars (\$500,000.00) per accident and for property damages of not less than Fifty Thousand Dollars (\$50,000.00), or such coverage with a combined single limit of Five Hundred Thousand Dollars (\$500,000.00). Coverage should include owned and non-owned vehicles used in connection with this Agreement.

**C. Professional Liability**

If CONTRACTOR employs licensed professional staff, (e.g., Ph.D., R.N., L.C.S.W., M.F.C.C.) in providing services, Professional Liability Insurance with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence, Three Million Dollars (\$3,000,000.00) annual aggregate.

**D. Worker's Compensation**

A policy of Worker's Compensation insurance as may be required by the California Labor Code.

CONTRACTOR shall obtain endorsements to the Commercial General Liability insurance naming the County of Fresno, its officers, agents, and employees, individually and collectively, as additional insured, but only insofar as the operations under this Agreement are concerned. Such coverage for additional insured shall apply as primary insurance and any other insurance, or self-insurance, maintained by COUNTY, its officers, agents and employees shall be excess only and not contributing with insurance provided under CONTRACTOR's policies herein. This insurance shall not be cancelled or changed without a minimum of thirty (30) days advance written notice given to COUNTY.

Within thirty (30) days from the date CONTRACTOR executes this Agreement, CONTRACTOR shall provide certificates of insurance and endorsement as stated above for all of the foregoing policies, as required herein, to the County of Fresno, Internal Services Department, stating that such insurance coverage have been obtained and are in full force; that the County of Fresno, its officers, agents and employees will not be responsible for any premiums on the policies; that such Commercial General Liability insurance names the County

of Fresno, its officers, agents and employees, individually and collectively, as additional insured, but only insofar as the operations under this Agreement are concerned; that such coverage for additional insured shall apply as primary insurance and any other insurance, or self-insurance, maintained by COUNTY, its officers, agents and employees, shall be excess only and not contributing with insurance provided under CONTRACTOR's policies herein; and that this insurance shall not be cancelled or changed without a minimum of thirty (30) days advance, written notice given to COUNTY.

In the event CONTRACTOR fails to keep in effect at all times insurance coverage as herein provided, the COUNTY may, in addition to other remedies it may have, suspend or terminate this Agreement upon the occurrence of such event.

All policies shall be with admitted insurers licensed to do business in the State of California. Insurance purchased shall be purchased from companies possessing a current A.M. Best, Inc. rating of A FSC VII or better.

**DISPUTE RESOLUTION:** The ensuing contract shall be governed by the laws of the state of California.

Any claim which cannot be amicably settled without court action will be litigated in the U. S. District Court for the Eastern District of California in Fresno, CA or in a state court for Fresno County.

**TERMINATION:** The County reserves the right to terminate any resulting contract upon written notice.

**DEFAULT:** In case of default by the selected bidder, the County may procure the services from another source and may recover the loss occasioned thereby from any unpaid balance due the selected bidder, or by any other legal means available to the County.

**ASSIGNMENTS:** The ensuing proposed contract will provide that the vendor may not assign any payment or portions of payments without prior written consent of the County of Fresno.

**ASSURANCES:** Any contract awarded under this RFQ must be carried out in full compliance with The Civil Rights Act of 1964, The Americans With Disabilities Act of 1990, their subsequent amendments, and any and all other laws protecting the rights of individuals and agencies. The County of Fresno has a zero tolerance for discrimination, implied or expressed, and wants to ensure that policy continues under this RFQ. The contractor must also guarantee that services, or workmanship, provided will be performed in compliance with all applicable local, state, or federal laws and regulations pertinent to the types of services, or project, of the nature required under this RFQ. In addition, the contractor may be required to provide evidence substantiating that their employees have the necessary skills and training to perform the required services or work.

**AUDITS AND RETENTION:** The Contractor shall maintain in good and legible condition all books, documents, papers, data files and other records related to its performance under this contract. Such records shall be complete and available to Fresno County, the State of California, the federal government or their duly authorized representatives for the purpose of audit, examination, or copying during the term of the contract and for a period of at least three years following the County's final payment under the contract or until conclusion of any pending matter (e.g., litigation or audit), whichever is later. Such records must be retained in the manner described above until all pending matters are closed.

**BIDDER TO COMPLETE THE FOLLOWING:**

## **PARTICIPATION**

The County of Fresno is a member of the Central Valley Purchasing Group. This group consists of Fresno, Kern, Kings, and Tulare Counties and all governmental, tax supported agencies within these counties.

Whenever possible, these and other tax supported agencies co-op (piggyback) on contracts put in place by one of the other agencies.

Any agency choosing to avail itself of this opportunity, will make purchases in their own name, make payment directly to the contractor, be liable to the contractor and vice versa, per the terms of the original contract, all the while holding the County of Fresno harmless. If awarded this contract, please indicate whether you would extend the same terms and conditions to all tax supported agencies within this group as you are proposing to extend to Fresno County.

☐ Yes, we will extend contract terms and conditions to all qualified agencies within the Central Valley Purchasing Group and other tax supported agencies.

☐ No, we will not extend contract terms to any agency other than the County of Fresno.

---

(Authorized Signature)

---

Title

**VENDOR MUST COMPLETE AND RETURN WITH REQUEST FOR QUOTATION.**

Firm: \_\_\_\_\_

**REFERENCE LIST**

Provide a list of at least five (5) customers for whom you have recently provided similar products/services. Be sure to include all requested information.

Reference Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone No.: ( \_\_\_\_\_ ) \_\_\_\_\_ Date: \_\_\_\_\_  
Service Provided: \_\_\_\_\_

Reference Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone No.: ( \_\_\_\_\_ ) \_\_\_\_\_ Date: \_\_\_\_\_  
Service Provided: \_\_\_\_\_

Reference Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone No.: ( \_\_\_\_\_ ) \_\_\_\_\_ Date: \_\_\_\_\_  
Service Provided: \_\_\_\_\_

Reference Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone No.: ( \_\_\_\_\_ ) \_\_\_\_\_ Date: \_\_\_\_\_  
Service Provided: \_\_\_\_\_

Reference Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone No.: ( \_\_\_\_\_ ) \_\_\_\_\_ Date: \_\_\_\_\_  
Service Provided: \_\_\_\_\_

***Failure to provide a list of at least five (5) customers may be cause for rejection of this RFQ.***

## **SPECIFICATIONS**

The County of Fresno Purchasing Department is soliciting bids to provide all labor, materials, taxes, equipment, etc. for both on-site and off-site shredding of confidential documents.

The successful bidder must be certified by the National Association of Information Destruction (NAID) and submit a copy of the certification with their bid. The NAID certification must remain active for the duration of the contract term.

The types of paper to be shredded include but are not limited to computer paper, mixed paper (with ACCO fasteners, staples, paper clips, plastic, etc.), confidential criminal and health records, including used, unwanted manila folders, crime photos, arrest reports, used ballots, election materials and assorted paper forms.

On-Site Shredding Services are currently being utilized by Auditor-Controller/Treasurer-Tax Collector, County Clerk/Elections, and the Department of Public Health on an infrequent and "as-needed" basis.

The following pages state the specifications for the services covered under this Request for Quotation. Bidders are instructed to respond as instructed below.

- a. Compliance and understanding of the specification is to be noted by marking **"COMPLY"** on the line provided to the right of the specification. Non-compliance is to be indicated by marking **"DOES NOT COMPLY"** on the line. All non-compliant items must be accompanied by a detailed statement explaining why the bidder fails to meet the stated specification or requirement.

**NOTE:** Merely attaching pre-printed product literature, specifications, etc., does not satisfy the above requirement. As such, it will not exempt the bidder from responding as instructed.

## SPECIFICATIONS

### SPECIFICATION

### COMPLIANCE

#### 1. QUANTITIES

- Quantities and pick up totals listed in Attachment "A" are based on services for the month of June 2013.
- No minimum or maximum is guaranteed or implied.
- The number of containers, locations, their size, as well as frequency service may change upon request by the County of Fresno in accordance with their needs. The County will notify the vendor in writing with any changes, additions, deletions, etc.

#### 2. CONTAINERS

##### A. Containers

- Successful bidder shall provide the approximate number and size of locked, secured containers, and distribute the containers to the various locations as listed in the information provided in Attachment "A" as well as any new locations in existence at the effective date of the new agreement.
- Containers shall be equipped with an attached lid, locking device and (preferably) wheels.
- Containers shall be of uniform color and clearly marked to indicate the container is only for "Confidential Documents for Destruction".
- Submit a complete description of the container, including the material, type, size, color, signage and other features. Include a picture or photograph.
- Successful bidder shall be responsible for maintaining all containers in good working order and providing replacement and/or additional containers as may be requested by the County of Fresno during the contract terms and any renewals.
- Containers shall remain the property of the Contractor.
- Successful bidder shall remove the containers in a timely manner upon request by the County of Fresno.

**SPECIFICATION****COMPLIANCE****B. Security**

- All of the successful bidder's personnel involved in the shredding process must be bonded in the minimum amount of twenty-five thousand dollars (\$25,000).
- Because of the confidentiality of the documents, successful bidder must take extra precautions to ensure that all of the materials received, shall remain confidential and shall not be open to examination for any purpose or be used in any other way except for destruction. Successful bidder shall not make public, disclose, use or cause to be published, disclosed or used any confidential records.
- Successful bidder shall provide the County of Fresno with a certificate of Destruction. Include a sample of this certificate with your response to this Request for Quotation.
- The successful bidder must be certified by the National Association of Information Destruction (NAID) for plant based and mobile operations with endorsements for micro media (micro fiche and micro film). Bidder must submit a copy of the certification with their bid. The NAID certification must remain active for the duration of the contract.

**C. Services**

1. Successful bidder's personnel shall install the containers and coordinate destruction schedule with County coordinators.
- Only fully loaded containers will be processed, unless otherwise requested by the County of Fresno.
  - County employees shall not be required to separate materials (i.e. folders, computer paper, mixed paper, etc.) or to remove fasteners, staples, paper clips etc.
  - County of Fresno will pay only for destruction services, not for delivery or use of the successful bidder's containers.
  - Successful bidder must be able to provide services under any agreement resulting from the Request for Quotation in accordance with current and/or any change to State, Federal or County of Fresno policies or regulations.

**On-Site**

2. Successful bidder will be required to provide **on-site** shredding services to the County Departments on an as needed basis for the destruction of confidential documents and checks.



**SPECIFICATION****COMPLIANCE**

- Successful bidder has adequate liability coverage for the transport and destruction of the checks. \_\_\_\_\_
- Option for county staff to visually ensure destruction of the checks. \_\_\_\_\_
- Shredder is able to handle paper clips and rubber bands. \_\_\_\_\_

**D. Invoicing/Reports**

- Submit monthly invoice to the County of Fresno no later than the Fifth (5<sup>th</sup>) working day of each calendar month. \_\_\_\_\_

- 
- Under Option One (1) successful bidder will be required to bill user Departments separately. Under the current Department/Program usage, this would be approximately one-hundred forty (140) invoices. \_\_\_\_\_
  - Under Option Two (2) billing will be to one (1) location. Currently the bill is sent to and paid for by the Central Warehouse. \_\_\_\_\_
  - Invoice terms shall be Net Forty-five (45) days, payable in arrears. \_\_\_\_\_
  - Under either Option One (1) or Option Two (2) the successful bidder will be required to provide a monthly destruction summary, including Department name, contact person, number/size of containers, pick up dates (See Attachment "C") and a signed pick up receipt by department. \_\_\_\_\_
  - Upon request, successful bidder will provide annual usage reports for services provided under any agreement resulting from the Request for Quotation. \_\_\_\_\_

Report information to include the following information:

- ❖ Department Name
- ❖ Contact person/phone number
- ❖ Address location of bins
- ❖ Quantity and size of each bin
- ❖ Service frequency

Reports must be delivered to County of Fresno, Purchasing, 4525 E. Hamilton Avenue, Fresno, CA 93702, Attention Caleb J. Brooks, not later than thirty (30) days following the end of the period. The agreement number should be referenced on all reports. \_\_\_\_\_

**SPECIFICATION**

**COMPLIANCE**

E. Employees

- Proper conduct is expected of the successful bidder's personnel when on County premises and/or providing service to the County.
- Successful bidder's personnel shall be easily identifiable (i.e. work uniforms, badges, etc.)

\_\_\_\_\_

\_\_\_\_\_

## BIDDER QUESTIONNAIRE

Bidders shall respond to all of the following questions:

1. Number of years your firm has been providing both on-site and off-site shredding services: \_\_\_\_\_

Location of Destruction Facility: \_\_\_\_\_

2. Describe Facility (i.e. alarm, fire sprinklers, etc.): \_\_\_\_\_

How long are materials kept in facility prior to being shredded?

3. On a separate sheet of paper, address each of the following procedures and include a current copy of your firm's policy and procedure manual relating to each procedure.

- A. Personal Security Screening
- B. Collection and Handling Procedures
- C. Destruction Facility Security Procedures
- D. Shredding Procedures

**NOTE: Failure to provide this information may be considered as cause to reject bid.**

4. Describe how an infringement of any of the security procedures by your personnel is handled.

---

---

---

---

---

---

---

---

5. Do you belong to any professional associations?

Yes

☐

No

☐

If yes, please name:

---

---

---

---

---

6. List all principals, key employees, owners, partners, and any other person controlling the business of the bidder, including their titles.

---

---

---

---

---

---

7. Number of people employed full time: \_\_\_\_\_ Part time: \_\_\_\_\_

List names and length of service of employees indicating full time or part time.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slightly textured appearance. At the bottom right corner, there is a small, faint mark that looks like a staple or a piece of tape.

## QUOTATION SCHEDULE INSTRUCTIONS

Select either Option One (1) or Option Two (2) below:

**OPTION ONE (1)**

Check if applicable ☐

1. Vendor to provide a unit cost per pick up per each size of container.
2. Average number of containers per month is based on Attachment "B" – Actual number of containers and boxes. The County of Fresno does not guarantee any minimum or maximum quantity.
3. Multiple billings to user departments.

**OPTION TWO (2)**

Check if applicable ☐

1. Vendor to provide a monthly cost to provide unlimited countywide shredding (including departmental purges, special pick-ups, etc.).
2. Monthly invoice sent to one location for processing and payment.

Under either option, all associated costs (i.e. delivery, travel, mileage, container cost, etc.) must be included in the unit price.

All bids must be submitted on the forms provided.

Failure to bid in the format specified will be considered as cause to reject bid.

**Current Container Sizes:**

4' X 4' Bin	=	Approximately 625 lbs.
174 Gallon	=	Approximately 263 lbs.
96 Gallon	=	Approximately 220 lbs
64 Gallon	=	Approximately 175 lbs.
32 Gallon	=	Approximately 88 lbs.
Large Banker Box	=	Approximately 55 lbs.
Regular Banker Box	=	Approximately 35 lbs.
Small Banker Box	=	Approximately 17.5 lbs.

**QUOTATION SCHEDULE**

COMPANY: \_\_\_\_\_

**OPTION One (1)**

All labor, materials, taxes, insurance etc. as necessary to provide on and offsite Confidential Document Shredding as specified within this Request for Quotation.

<b>Bin Size</b>	<b>Average # of Pick ups per month</b>	<b>Unit cost per container per pick up</b>	<b>Extended Cost</b>
Bin (4' x 4' x 2')		\$	\$
174 Gallon		\$	\$
96 Gallon		\$	\$
64 Gallon		\$	\$
32 Gallon		\$	\$
Large box		\$	\$
Regular box		\$	\$
Small Box		\$	\$
Hard Drive		\$	\$
CD/DVD/USB Drive/Zip Disk		\$	\$
		Estimated Monthly Cost	\$

Monthly Cost x 12 months = Annual Cost \$

Indicate the cost for "pick-up on-call" services if requested by the County of Fresno

Bin (4' x 4' x 2')	\$	per pick up
174 Gallon	\$	
96 Gallon	\$	
64 Gallon	\$	
32 Gallon	\$	
Large Box	\$	
Regular Box	\$	
Small Box	\$	

**QUOTATION SCHEDULE**

COMPANY: \_\_\_\_\_

**OPTION TWO (2)**

<b>Description</b>	<b>QTY</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total</b>
All labor, materials, taxes, containers, insurance etc. as necessary to provide <u>on</u> and <u>offsite</u> unlimited Confidential Document Shredding as specified within this Request for Quotation. (Includes departmental purges, special pick-ups, etc.).				
• Billing to one location				
• Vendor will provide monthly usage report (by County Department) with invoice, along with copies signed by department.				
<b>Bid per Month</b>	<b>12</b>	<b>Mo</b>	<b>\$</b> _____	<b>\$</b> _____

**Additional Services**

Hard Drive	\$
CD/DVD	\$
USB/Zip Drive	\$

(If not included in Option (1) or Option (2))

All labor, materials, equipment, taxes, containers etc., to provide and perform <u>on-site</u> shredding services on an as needed basis for County Departments, as specified within this request for Quotation.	\$
---	----



ATTACHMENT "A"					
SERVICES FOR COUNTY OF FRESNO JUNE 1 -30, 2013					
Customer	64-Gallon Containers	32-Gallon Containers	Other containers	Boxes	# of pick ups
ADMINISTRATIVE OFFICE	1				4
ADULT FIELD SERVICES	2				4
ADULT PROBATION - 10th St.	1				1
AG DEPT. - HAMILTON	2				1
AG DEPT. - MAPLE	2				1
ASSESSOR'S OFFICE	4				4
AUDITOR'S #104	1				2
AUDITOR'S #105	3				4
AUDITOR'S Basement #5	1				4
AUDITOR'S Basement #8	1				4
CALIFORNIA CHILDREN'S SERVICE	2				4
CCS/GINSBURG MEDICAL THERAPY		1			1
CHILDREN'S MENTAL HEALTH - COPE TEAM	1				2
CLOVIS MEDICAL THERAPY UNIT		1			1
COOPERATIVE EXTENSION	2			3	2
CORONER'S OFFICE	1				0
COUNTY CLERK - RECORDS MGMT.	1				2
COUNTY COUNSEL	4	1			4
COUNTY COUNSEL - CPS UNIT	1				0
CRISIS MANAGEMENT RESPONSE TEAM	None				0
DEPT. OF BEHAVIORAL HEALTH - CMH OUTPATIENT	4				4
DEPT. OF BEHAVIORAL HEALTH - FINANCE & IT	1				2
DEPT. OF BEHAVIORAL HEALTH - JUVENILE JUSTICE CAMPUS	1				1
DEPT. OF BEHAVIORAL HEALTH - KERMAN REGIONAL CLINIC	1				1
DEPT. OF BEHAVIORAL HEALTH - MANAGED CARE	1				2
DEPT. OF BEHAVIORAL HEALTH - MEDICAL RECORDS	Boxes only			12	
DEPT. OF BEHAVIORAL HEALTH - METRO	4	3			2
DEPT. OF BEHAVIORAL HEALTH - MODULAR F	1				4
DEPT. OF BEHAVIORAL HEALTH - PERINATAL PROGRAM	1				2
DEPT. OF BEHAVIORAL HEALTH - PUBLIC GUARDIAN OFFICE	1				2
DEPT. OF BEHAVIORAL HEALTH - SUBSTANCE ABUSE (Cedar Ave.)	2				1

DEPT. OF CHILD SUPPORT SVCS - FAMILY SUPPORT	19				4
DEPT. OF SOCIAL SERVICES - AIRPORT OFFICE	10				6
DEPT. OF SOCIAL SERVICES - BRIX	3				4
DEPT. OF SOCIAL SERVICES - CMC	8	2			4
DEPT. OF SOCIAL SERVICES - COALINGA	2		4		1
DEPT. OF SOCIAL SERVICES - FACILITIES ("E" Street)	3				7
DEPT. OF SOCIAL SERVICES - FACILITIES (Fresno St.)	13				7
DEPT. OF SOCIAL SERVICES - FRESNO ST.	3				4
DEPT. OF SOCIAL SERVICES - FULTON	6				8
DEPT. OF SOCIAL SERVICES - HERITAGE / MILLBROOK	3				4
DEPT. OF SOCIAL SERVICES - HERITAGE / NOVA	1				4
DEPT. OF SOCIAL SERVICES - HERITAGE / RADIOLOGY	2				4
DEPT. OF SOCIAL SERVICES - HERITAGE / TAFT	1				4
DEPT. OF SOCIAL SERVICES - HERITAGE CENTER	8				8
DEPT. OF SOCIAL SERVICES - HUNTINGTON HALL	4				4
DEPT. OF SOCIAL SERVICES - HURON	1				
DEPT. OF SOCIAL SERVICES - IHSS PUBLIC AUTHORITY		1			4
DEPT. OF SOCIAL SERVICES - INTAKE BLDG	2	12			4
DEPT. OF SOCIAL SERVICES - KERMAN PROTEUS	3				1
DEPT. OF SOCIAL SERVICES - "L" STREET	9				4
DEPT. OF SOCIAL SERVICES - MAIN - Bldg. 315(Barton), 313(Commissary), 341(Fairgrounds Annex), 340(Fairgrounds Bldg.)	39	5			8
DEPT. OF SOCIAL SERVICES - MODULAR 326	3				0
DEPT. OF SOCIAL SERVICES - MODULAR C	1				2
DEPT. OF SOCIAL SERVICES - MODULAR D	2				8
DEPT. OF SOCIAL SERVICES - MOSQUEDA CENTER	1				1
DEPT. OF SOCIAL SERVICES - PROTEUS	1				1
DEPT. OF SOCIAL SERVICES - REEDLEY REGIONAL CENTER	6				4
DEPT. OF SOCIAL SERVICES - SELMA SOUTHEAST REG. CENTER	4				4

DEPT. OF SOCIAL SERVICES - SENIOR CARE -ADULT PROTECTIVE	2				4
DEPT. OF SOCIAL SERVICES - SENIOR RESOURCE CENTER	5				4
DEPT. OF SOCIAL SERVICES - SEQUOIA (IHSS Sequoia Building)	5				4
DEPT. OF SOCIAL SERVICES - SUNNYSIDE	8	10			11
DEPT. OF SOCIAL SERVICES - VSO		1			4
DISTRICT ATTORNEY (9th, 10th & 11th Floors)	5				5
DISTRICT ATTORNEY (CONSUMER FRAUD WORKERS COMP)	2				1
DISTRICT ATTORNEY (CRIMINAL)	1				4
DISTRICT ATTORNEY (INVESTIGATIONS)	None				0
DISTRICT ATTORNEY (JUVENILE DEPT.)	1				2
DISTRICT ATTORNEY (NSF UNIT)	1				4
DISTRICT ATTORNEY (TRAINING UNIT)	1				4
DISTRICT ATTORNEY (WELFARE FRAUD)	1				4
ELECTIONS	3		2 174-gallon @warehouse		2
EMERGENCY MEDICAL SERVICES (EMS)	1				1
FRAUD INVESTIGATION UNIT (CLETS)	None				0
HEALTH DEPT. (CHDP)		1			4
HSS ADULT SERVICES - P.A.C.T.	1				4
INFORMATION TECHNOLOGIES (FINE)	2				1
INFORMATION TECHNOLOGIES (SET UP CREW)	2				0
INFORMATION TECHNOLOGIES (OPERATIONS)	2				0
INTERNAL SERVICES SECURITY	1				4
JAIL	2				0
JAIL MEDICAL SERVICES/HSS	1				5
JAIL PSYCHIATRIC SERVICES	1				4
JUVENILE JUSTICE CAMPUS	3 (702) 2 (703) 2 (704)				2
JUVENILE PROBATION	3	1			4
MENTAL HEALTH		1			3
PERSONNEL - ADMINISTRATION	1				2
PERSONNEL - EMPLOYEE BENEFITS	2				2
PERSONNEL - EMPLOYEE SERVICES	1				2
PERSONNEL - RISK MANAGEMENT	1				1
PROBATION (Yale)		1			1
PROBATION (AB109)	1	2			2
PROBATION (DOMESTIC VIOLENCE )	1				2

PROBATION (DRUG SUPPRESSION UNIT)	2				2
PROBATION (SUPERIOR COURT INVESTIGATIONS )	2				2
PUBLIC DEFENDER - AMERICAN	1				2
PUBLIC DEFENDER - DEPENDENCY	1				2
PUBLIC DEFENDER - TULARE	3				1
PUBLIC HEALTH - ADMINISTRATION	1				2
PUBLIC HEALTH - BUSINESS OFFICE	1				2
PUBLIC HEALTH - EMERGENCY PREP	1				1
PUBLIC HEALTH - COMMUNICABLE DISEASES-CHEST CLINIC	1				2
PUBLIC HEALTH - COMMUNICABLE DISEASES-EPIDEMIOLOGY	1				2
PUBLIC HEALTH - COMMUNITY HEALTH				45	
PUBLIC HEALTH - ENVIRONMENTAL HEALTH SYSTEMS	1				2
PUBLIC HEALTH - JUVENILE JUSTICE CAMPUS	2				1
PUBLIC HEALTH - NURSING OUTREACH-IMMUNIZATIONS	1				4
PUBLIC HEALTH NURSING	1				2
PUBLIC WORKS - COMMUNITY DEVELOPMENT	1				2
PUBLIC WORKS - DEVELOPMENT SERVICES Suite A	3	3			4
PUBLIC WORKS - DEVELOPMENT SERVICES Suite B		2			4
PUBLIC WORKS - MATERIALS LAB	1				1
PUBLIC WORKS - ROADS & MAINTENANCE	3				4
PURCHASING	1				2
RECORDER'S OFFICE	1				2
RETIREMENT	1				4
REVENUE & REIMBURSEMENT	1				4
SENIOR CARE & SPECIALTY SERVICES - OLDER ADULT MENTAL HEALTH	1				1
SHERIFF'S DEPT. - ADMIN.	3				5
SHERIFF'S DEPT. - AREA 2 SUBSTATION	1				2
SHERIFF'S DEPT. - AREA 3 SUBSTATION	1				1
SHERIFF'S DEPT. - CIVIL DEPT.	1				1
SHERIFF'S DEPT. - COURT LIAISON	1				2
SHERIFF'S DEPT. - COURT SERVICES ("O" Street)	1				1
SHERIFF'S DEPT. - COURT SERVICES (Van Ness)	1				1
SHERIFF'S DEPT. - DETENTION FACILITY	2			2	5
SHERIFF'S DEPT. - GROVE	1				1

SHERIFF'S DEPT. - H.E.A.T.	1				1
SHERIFF'S DEPT. - INTERNAL AFFAIRS			1		0
SHERIFF'S DEPT. - M.A.G.E.C.	2				4
SHERIFF'S DEPT. - RECORDS & COURT SERVICES	2				5
SHERIFF'S DEPT. - SAN JOAQUIN	2				1
SHERIFF'S DEPT. - SATELLITE JAIL	1				2
SHERIFF'S DEPT. - TRAINING UNIT	1				1
STOREY MEDICAL THERAPY UNIT		1			2
VICTIM WITNESS	1				2
WEST FRESNO NURSING CENTER		1			2
WEST FRESNO REGIONAL CENTER	9				4
YOUTH LINK	2				2
TOTAL CONTAINERS = 389				62	377
			BOXES		SERVICES

**ATTACHMENT "B"**

## FRESNO COUNTY USAGE REPORT JANUARY 1, 2012 THRU DECEMBER 31, 2012

The following table indicates actual quantity of containers, boxes and bins of paper documents picked up and shred for the County of Fresno

MONTH	64 GALLON CONTAINERS	32 GALLON CONTAINERS	BOXES	OTHER MATERIAL
Jan-12	1389	274	77	2-90 Gallon
Feb-12	1257	261	295	1- 90 Gallon
Mar-12	1289	275	153	1-90 Gallon
Apr-12	1265	277	170	4- 174 Gallon 12 - 90 Gallon
May-12	1374	281	8	2- 174 Gallon 2 - 90 Gallon
Jun-12	1292	286	24	1-90 Gallon
Jul-12	1476	290	1482	4- 174 Gallon 1-90 Gallon
Aug-12	1292	280	63	5-90 Gallon
Sep-12	1243	267	114	5-90 Gallon
Oct-12	1477	303	1821	6 - 90 Gallon
Nov-12	1209	249	39	4-265 Gallon 6-90 Gallon
Dec-12	1183	236	405	6 - 90 Gallon
TOTALS	15746	3279	4651	

FRESNO COUNTY  
APRIL 2013  
MONTHLY DESTRUCTION SUMMARY

RFQ #962-5198  
ATTACHMENT "C"

Department	Pick Up Date(s)	# of 64-gallon Container(s)	# of 32-gallon Container(s)	# of	Boxes/Container
<b>Regularly Scheduled Departments:</b>					
ADULT FIELD SERVICES Shelly Braz	29-Mar 8-Apr 15-Apr 22-Apr 29-Apr	2 2 2 2 2	10		
ADULT PROBATION - 10th St. Bonnie Engelsman	29-Mar 8-Apr 15-Apr 22-Apr 29-Apr	1 1 1 1 1	5		
AG DEPARTMENT - HAMILTON Craida Abbott	26-Apr	2			
AG DEPARTMENT - MAPLE Craig Abbott	26-Apr	2			
ASSESSOR'S OFFICE - 2nd Floor Rosemary Ramirez	2-Apr 9-Apr 16-Apr 23-Apr 30-Apr	2 3 4 3 4	16		
AUDITOR'S - BASEMENT #5 Becky Van Wyck	2-Apr 9-Apr 16-Apr 23-Apr 30-Apr	1 1 1 1 1			
AUDITOR'S - BASEMENT #8 Eliz Manoukian	2-Apr 9-Apr 16-Apr 23-Apr 30-Apr	1 0 1 1 1			
AUDITOR'S OFFICE #104 Eliz Manoukian	2-Apr 16-Apr 30-Apr	1 1 1			
AUDITOR'S OFFICE #105 04100600 04100100 04100400 04100500					
0 1 0	2-Apr	1			
0 1 1	9-Apr	2			
0 1 1	16-Apr	2			
0 1 1	23-Apr	2			
1 0 1	30-Apr	2			
CALIFORNIA CHILDREN'S SERVICES Marcie Allen	2-Apr 9-Apr 16-Apr 24-Apr 30-Apr	2 2 2 2 2	12		
CCS/GINSBURG MEDICAL THERAPY UNIT Lupe Mendiola	12-Apr		1		
CHILDREN MENTAL HEALTH - COPE TEAM Carolyn Hernandez	2-Apr 16-Apr 30-Apr	1 1 1			
CLOVIS MEDICAL THERAPY UNIT Patte Cschalk	25-Apr		1		
COUNTY CLERK / RECORDS MANAGEMENT Juana Briones	12-Apr 26-Apr	1 1			
COUNTY COUNSEL (5th Floor) Mary Lou Hinojosa	2-Apr 9-Apr 16-Apr 24-Apr 30-Apr	3 2 4 2 4	15	0 0 0 0 0	

FRESNO COUNTY  
APRIL 2013  
MONTHLY DESTRUCTION SUMMARY

RFQ #962-5198  
ATTACHMENT "C"

DEPT. OF BEHAVIORAL HEALTH - CMC OUTPATIENT Charlene Howell	2-Apr 9-Apr 16-Apr 24-Apr 30-Apr	4 4 4 4 4	80		
DEPT. OF BEHAVIORAL HEALTH- FINANCE & IT Tracie Emmerson	2-Apr 16-Apr 30-Apr	1 1 1			
DEPT. OF BEHAVIORAL HEALTH- JUVENILE JUSTICE CAMPUS Stephanie Howard	15-Apr	1			
DEPT. OF BEHAVIORAL HEALTH - KERNAN REGIONAL CLINIC Sherilynn Blanchet	11-Apr		1		
DEPT. OF BEHAVIORAL HEALTH - MANAGED CARE Sherilynn Blanchet	2-Apr 16-Apr 30-Apr	3 1 1			
DEPT. OF BEHAVIORAL HEALTH - METRO Sherilynn Blanchet	2-Apr 15-Apr 29-Apr	4 4 4	3 3 3		
DEPT. OF BEHAVIORAL HEALTH - PERINATAL PROGRAM Jeannie Cox	2-Apr 16-Apr 30-Apr	1 1 1	✓		
DEPT. OF BEHAVIORAL HEALTH - PUBLIC GUARDIAN OFFICE Michele Sloan	9-Apr 24-Apr	1 1	✓		
DEPT. OF BEHAVIORAL HEALTH - SUBSTANCE ABUSE (Cedar Ave.) Kelley Juhrend	5-Apr	2	✓		
DEPT. OF BEHAVIORAL HEALTH - MODULAR F Sherilynn Blanchet	2-Apr 9-Apr 16-Apr 24-Apr 30-Apr	1 1 1 1 1	6		
DEPT. OF CHILD SUPPORT SERVICES - FAMILY SUPPORT Jerry Halphin	2-Apr 9-Apr 16-Apr 24-Apr 30-Apr	16 16 16 16 17	81		
DEPT. OF SOCIAL SERVICES - ADMINISTRATION Anita Wagner	29-Mar 8-Apr 15-Apr 22-Apr 29-Apr	4 4 4 4 4	70		
DEPT. OF SOCIAL SERVICES - AIRPORT OFFICE Suites 107, 109 & 112 Chester Prince	8-Apr 22-Apr	10 10	20		
DEPT. OF SOCIAL SERVICES - BRIX 1221 Fulton - 1st, 2nd & Mezzanine floors Amy	2-Apr 9-Apr 16-Apr 24-Apr 30-Apr	1 1 1 2 1	6		
DEPT. OF SOCIAL SERVICES - CMC Angela Jaime	29-Mar 8-Apr 15-Apr 22-Apr 29-Apr	5 5 6 6 6	20 20 20 20 20	1 2 2 2 2	
DEPT. OF SOCIAL SERVICES - COALINGA Jim Roveto	24-Apr	2		4	90-gallon
DEPT. OF SOCIAL SERVICES - FACILITIES ("E" Street) Anita Wagner	2-Apr 5-Apr 9-Apr 12-Apr 16-Apr 19-Apr 24-Apr 26-Apr 30-Apr	3 3 3 3 3 3 3 3 3	27		



FRESNO COUNTY  
APRIL 2013  
MONTHLY DESTRUCTION SUMMARY

RFQ #962-5198  
ATTACHMENT "C"

DEPT. OF SOCIAL SERVICES - FACILITIES (Fresno Street) Leonard	29-Mar 8-Apr 15-Apr 22-Apr 29-Apr	12 16 14 15 15	73 /		
DEPT. OF SOCIAL SERVICES - FRESNO ST. Angela Jaime	29-Mar 8-Apr 15-Apr 22-Apr 29-Apr	2 2 3 3 3	13		
DEPT. OF SOCIAL SERVICES - FULTON Ray Perez	2-Apr 5-Apr 9-Apr 12-Apr 16-Apr 19-Apr 24-Apr 26-Apr 30-Apr	7 7 7 7 7 7 7 7 7	63		
DEPT. OF SOCIAL SERVICES - HERITAGE CENTER Anita Wagner	2-Apr 5-Apr 9-Apr 12-Apr 16-Apr 19-Apr 24-Apr 26-Apr 30-Apr	4 4 4 4 4 4 4 4 4	36		
DEPT. OF SOCIAL SERVICES - HERITAGE CENTER (BASEMENT) ON CALL					
DEPT. OF SOCIAL SERVICES - HERITAGE MILLBROOK Janet Williamson	2-Apr 9-Apr 16-Apr 24-Apr 30-Apr	3 3 3 3 3	15		
DEPT. OF SOCIAL SERVICES - HERITAGE NOVA LaDonna Lake	2-Apr 9-Apr 16-Apr 24-Apr 30-Apr	1 1 1 1 1	5		
DEPT. OF SOCIAL SERVICES - HERITAGE/RADIOLOGY JoAnn Maltos 1ST FLOOR	2-Apr 9-Apr 16-Apr 24-Apr 30-Apr	1 1 1 1 1			
DEPT. OF SOCIAL SERVICES - HERITAGE/RADIOLOGY JoAnn Maltos 2ND FLOOR	2-Apr 9-Apr 16-Apr 24-Apr 30-Apr	1 1 1 1 1			
DEPT. OF SOCIAL SERVICES - HERITAGE/TAFT Rachel Ward	2-Apr 9-Apr 16-Apr 24-Apr 30-Apr	1 1 1 1 1			
DEPT. OF SOCIAL SERVICES-HUNTINGTON HALL Beth Schneider	2-Apr 9-Apr 16-Apr 24-Apr 30-Apr	4 5 5 6 6	26		
DEPT. OF SOCIAL SERVICES - HURON OFFICE (every other month) Sonia Murphy					
DEPT. OF SOCIAL SERVICES - INTAKE BLDG. Mick Hovsepian	2-Apr 9-Apr 16-Apr 24-Apr 30-Apr	1 1 1 1 1	5	9 9 9 9 9	46

FRESNO COUNTY  
APRIL 2013  
MONTHLY DESTRUCTION SUMMARY

RFQ #962-5198  
ATTACHMENT "C"

DEPT. OF SOCIAL SERVICES - IHSS PUBLIC AUTHORITY Socheata leng	2-Apr 9-Apr 16-Apr 24-Apr 30-Apr		1 1 1 1 1		
DEPT. OF SOCIAL SERVICES - Kerman Proteus Vanessa Valdivia	11-Apr	3			
DEPT. OF SOCIAL SERVICES - "L" STREET Roxanne Lanciotti	29-Mar 8-Apr 15-Apr 22-Apr 29-Apr	9 9 9 9 9			
DEPT. OF SOCIAL SERVICES - MAIN Anita Wagner	2-Apr 5-Apr 9-Apr 12-Apr 16-Apr 19-Apr 24-Apr 26-Apr 30-Apr	34 34 34 34 34 33 34 34 34	7 7 7 7 7 7 7 7 7		
DEPT. OF SOCIAL SERVICES - MODULAR C	2-Apr 16-Apr 30-Apr	1 1 1			
DEPT. OF SOCIAL SERVICES - MODULAR D Norm Anderson - 456-9072	2-Apr 5-Apr 9-Apr 12-Apr 16-Apr 19-Apr 24-Apr 26-Apr 30-Apr	2 2 2 2 2 2 2 2 2			
DEPT. OF SOCIAL SERVICES - MOSQUEDA CENTER	12-Apr	1			
DEPT. OF SOCIAL SERVICES - PROTEUS John Visa	5-Apr	1			
DEPT. OF SOCIAL SERVICES - REEDLEY REGIONAL CENTER	29-Mar 8-Apr 15-Apr 22-Apr 29-Apr	2 3 3 2 3			
DEPT. OF SOCIAL SERVICES - SENIOR CARE - ADULT PROTECTION SERVICES	2-Apr 9-Apr 16-Apr 24-Apr 30-Apr	2 2 2 2 2			
DEPT. OF SOCIAL SERVICES - SELMA SOUTHEAST REG. Tracey Ramirez- 898-5101	3-Apr 10-Apr 17-Apr 24-Apr	4 3 4 4			
DEPT. OF SOCIAL SERVICES - SENIOR RESOURCE CT. JUANITA REYNA 4th Floor	2-Apr 9-Apr 16-Apr 24-Apr 30-Apr	5 5 5 5 5			
DEPT. OF SOCIAL SERVICES - SEQUOIA IHSS IN HOME SUPPORT Anita Wagner	2-Apr 9-Apr 16-Apr 24-Apr 30-Apr	5 5 5 5 5			

FRESNO COUNTY  
APRIL 2013  
MONTHLY DESTRUCTION SUMMARY

RFQ #962-5198  
ATTACHMENT "C"

DEPT. OF SOCIAL SERVICES - SUNNYSIDE Anita Wagner	3-Apr	5	10		
	5-Apr	8	10		
	8-Apr	8	10		
	10-Apr	4	8		
	12-Apr	2	9		
	15-Apr	8	10		
	17-Apr	8	10		
	19-Apr	3	10		
	22-Apr	2	3		
	24-Apr	3	10		
	26-Apr	8	10		
	29-Apr	8	10		
DEPT. OF SOCIAL SERVICES - VSO Anita Wagner	2-Apr		1		
	9-Apr		1		
	16-Apr		1		
	24-Apr		1		
	30-Apr		1		
DISTRICT ATTORNEY'S OFFICE (9th, 10th & 11th Floors) Liz Jacobsen	2-Apr	4			
	9-Apr	4			
	16-Apr	5			
	24-Apr	5			
	30-Apr	5			
DISTRICT ATTORNEY - CONSUMER FRAUD & WORKERS COMP. Louis Ulrich	2-Apr	2			
	16-Apr	2			
DISTRICT ATTORNEY - CRIMINAL Liz Jacobsen	2-Apr	1			
	9-Apr	1			
	16-Apr	1			
	24-Apr	1			
	30-Apr	1			
DISTRICT ATTORNEY - JUVENILE DEPT. Pat	29-Mar	1			
	15-Apr	1			
DISTRICT ATTORNEY - NSF UNIT Jennifer Haas	2-Apr	1			
	9-Apr	1			
	16-Apr	1			
	24-Apr	1			
	30-Apr	1			
DISTRICT ATTORNEY - TRAINING UNIT Jennifer Haas	2-Apr	1			
	9-Apr	1			
	16-Apr	1			
	24-Apr	1			
	30-Apr	1			
DISTRICT ATTORNEY - WELFARE FRAUD Jennifer Haas	2-Apr	1			
	9-Apr	1			
	16-Apr	1			
	24-Apr	1			
	30-Apr	1			
ELECTIONS - Kern St. Andy Anderson	16-Apr	3			
ELECTIONS - (Warehouse) 4525 E. Hamilton	ON SITE	24-Apr		250	Regular boxes
EMERGENCY MEDICAL SERVICES Veronica Reyes	9-Apr	1			
HEALTH DEPT. (CHDP) Sonia Reyes	2-Apr		1		
	9-Apr		1		
	16-Apr		1		
	24-Apr		1		
	30-Apr		1		
HSS ADULT SERVICES PHF P.A.C.T. Tammie Allen	5-Apr	1			
	12-Apr	1			
	19-Apr	1			
	26-Apr	1			

FRESNO COUNTY  
APRIL 2013  
MONTHLY DESTRUCTION SUMMARY

RFQ #962-5198  
ATTACHMENT "C"

INFORMATION TECHNOLOGIES - FINE ST. Penny Carmany	22-Apr	2			
INTERNAL SERVICES SECURITY Rebecca Cassidy	2-Apr 9-Apr 16-Apr 24-Apr 30-Apr	1 1 1 1 1			
JAIL MEDICAL SERVICES/HSS Karen Galinda	2-Apr 9-Apr 16-Apr 24-Apr 30-Apr	1 1 1 1 1			
JAIL PSYCHIATRIC SERVICES David Mata	29-Mar 8-Apr 5-Jan 22-Apr 29-Apr	0 1 1 1 1			
JUVENILE JUSTICE CAMPUS - BLDG. 702 Maria Doante	29-Mar 15-Apr	3 3	} 14		
JUVENILE JUSTICE CAMPUS - BLDG. 703	29-Mar 15-Apr	2 4			
JUVENILE JUSTICE CAMPUS - BLDG. 704	29-Mar 15-Apr	2 2			
JUVENILE PROBATION - 3333 E. American Bonnie Engelsman	29-Mar 8-Apr 15-Apr 22-Apr 29-Apr	3 3 3 3 3	1 1 1 1 1		
MENTAL HEALTH - 10th St. Gloria Rocha	8-Apr 22-Apr		1 1		
PERSONNEL - ADMINISTRATION	2-Apr	1			
PERSONNEL - EMPLOYEE BENEFITS	2-Apr 16-Apr 30-Apr	1 2 2			
PERSONNEL - EMPLOYEE SERVICES	2-Apr 16-Apr 30-Apr	1 1 1			
PERSONNEL - RISK MANAGEMENT	16-Apr	1			
PROBATION - AB109 Rachel Acosta	29-Mar 15-Apr	1 1	2 2		
PROBATION - DOMESTIC VIOLENCE Adrian Raygoza	29-Mar 15-Apr	1 1			
PROBATION - DRUG SUPPRESSION UNIT	29-Mar 15-Apr	2 2			
PROBATION - SUPERIOR COURT INVESTIGATIONS Lesley Ramirez	2-Apr 16-Apr	2 2			

FRESNO COUNTY  
APRIL 2013  
MONTHLY DESTRUCTION SUMMARY

RFQ #962-5198  
ATTACHMENT "C"

PROBATION - 808 S. 10th Street Maria Beserra	8-Apr 22-Apr		1 1		
PUBLIC DEFENDER - American Ave. Robert Delmare	29-Mar 15-Apr	1 1	} 7		
PUBLIC DEFENDER - Tulare St. Marsha Koop	16-Apr	3			
PUBLIC DEFENDER - DEPENDENCY Dora Marquez	9-Apr 24-Apr	1 1			
PUBLIC HEALTH - ADMINISTRATION Julie Williams - 445-3249	9-Apr 24-Apr	1 1			
PUBLIC HEALTH - BUSINESS OFFICE Miroslava Garza	2-Apr 16-Apr	1 1			
PUBLIC HEALTH - COMMUNICABLE DISEASES CHEST CLINIC	2-Apr 16-Apr	1 1			
PUBLIC HEALTH - COMMUNICABLE DISEASES EPIDEMIOLOGY Delia Ruiz	2-Apr 16-Apr	1 1			
PUBLIC HEALTH - EMERGENCY PREP Blanca Cantu - 445-3221	9-Apr 30-Apr	1 1			
PUBLIC HEALTH - ENVIRONMENTAL HEALTH SYSTEMS David Mata - 445-3357	2-Apr 16-Apr	1 1			
PUBLIC HEALTH - JUVENILE JUSTICE CAMPUS	3/29	1			
PUBLIC HEALTH - NURSING Helen Morozov	2-Apr 16-Apr 30-Apr	1 1 1			
PUBLIC HEALTH - NURSING OUTREACH - IMMUNIZATIONS	2-Apr 9-Apr 16-Apr 24-Apr 30-Apr	1 1 1 1 1			
PUBLIC WORKS - COMMUNITY DEVELOPMENT Maureen Scaparo - 262-4165	2-Apr 16-Apr	1 1			
PUBLIC WORKS - DEVELOPMENT SERVICES Suite A Michele Carter - 262-4497	2-Apr 9-Apr 16-Apr 24-Apr 30-Apr	3 3 3 3 3	15	0 0 0 1 3	4
PUBLIC WORKS - DEVELOPMENT SERVICES Suite B Michele Carter - 262-4497	2-Apr 9-Apr 16-Apr 24-Apr 30-Apr			1 0 0 1 0	
PUBLIC WORKS - CONSTRUCTION DIVISION - MATERIALS LAB Steve Deis - 456-7895	26-Apr	1			
PUBLIC WORKS - ROADS & MAINTENANCE Carol Elred - 262-4344	2-Apr 9-Apr 16-Apr 24-Apr 30-Apr	1 1 1 1 1			
PURCHASING Robert Armstrong	12-Apr 26-Apr	2 2			
RECORDER'S OFFICE Gilbert Carter	2-Apr 16-Apr 30-Apr	1 1 1			
RETIREMENT Anjelic Lopez	2-Apr 9-Apr 16-Apr 24-Apr 30-Apr	1 1 1 1 1			

FRESNO COUNTY  
APRIL 2013  
MONTHLY DESTRUCTION SUMMARY

RFQ #962-5198  
ATTACHMENT "C"

REVENUE & REIMBURSEMENT Megan Marks	2-Apr 9-Apr 16-Apr 24-Apr 30-Apr	1 1 1 1 3			
SENIOR CARE & SPECIALTY SERVICES - Older Adult Mental Health OAMH-Vicki Dobbs-453-5755	16-Apr	1			
SHERIFF'S DEPT. - ADMIN. Jeannette Molina	1-Apr 8-Apr 15-Apr 22-Apr 29-Apr	1 1 3 3 3	11		
SHERIFF'S DEPT. - AREA 2 SUBSTATION	8-Apr 22-Apr	3 2			
SHERIFF'S DEPT. - AREA 3 SUBSTATION Pilar Montoya - 896-2003	11-Apr	1			
SHERIFF'S DEPT. - CIVIL DEPT. Jennie Anaya - 488-2565	22-Apr	1			
SHERIFF'S DEPT. - COURT LIASON OFFICE Laurie Tafoya - 488-3748	8-Apr 22-Apr	1 1			
SHERIFF'S DEPT. COURT SERVICES ("O" Street) Sgt. George Bertsch	8-Apr	1			
SHERIFF'S DEPT. COURT SERVICES (Van Ness) Zidra Hammond- 457-1986	8-Apr	1			
SHERIFF'S DEPT. - DETENTION FACILITY Dixie Daniels- 488-2860	2-Apr 9-Apr 16-Apr 24-Apr 30-Apr	2 2 2 2 2	10	1	Regular box
SHERIFF'S DEPT. - GROVE	16-Apr	1			
SHERIFF'S DEPT. - H.E.A.T.	15-Apr	1			
SHERIFF'S DEPT. - M. A. G. E. C. Lt. Michael Brand - 457-4469	2-Apr 9-Apr 16-Apr 24-Apr 30-Apr	2 2 2 2 2	10		
SHERIFF'S DEPT. - RECORDS Ada Hernandez	1-Apr 8-Apr 15-Apr 22-Apr 29-Apr	2 2 2 2 2	10		
SHERIFF'S DEPT. - SAN JOAQUIN Lori Gutierrez - 693-2438	11-Apr	2			
SHERIFF'S DEPT. - SATELLITE JAIL Art Ybarra - 488-3740	2-Apr 16-Apr 30-Apr	1 1 1			
SHERIFF'S DEPT. - TRAINING UNIT Nancy Blajos - 233-0130	24-Apr	1			
STOREY - MEDICAL THERAPY UNIT Patricia Falcon 253-0255	12-Apr 26-Apr			1 1	
VICTIM WITNESS Francisco E. Alvarez - 488-3425	2-Apr 16-Apr 30-Apr	1 1 1			
WEST FRESNO NURSING CENTER Deborah Kuest - 600-1021	2-Apr 16-Apr			1 1	
WEST FRESNO REGIONAL CENTER Roxanne Lanciotti	2-Apr 9-Apr 16-Apr 24-Apr 30-Apr	9 9 9 9 9	48		
YOUTH LINK	9-Apr 24-Apr	2 2			

FRESNO COUNTY  
APRIL 2013  
MONTHLY DESTRUCTION SUMMARY

RFQ #962-5198  
ATTACHMENT "C"

<u>Non-Regularly Scheduled Departments:</u>					
ADMINISTRATIVE OFFICE Gayle Johnson					
CORONER's OFFICE					
DEPT. OF BEHAVIORAL HEALTH - MEDICAL RECORDS  Ruth Chavez	29-Mar 15-Apr 29-Apr			16 13 8	Regular boxes Regular boxes Regular boxes
COOPERATIVE EXTENSION 1720 S. Maple (Karen)					
DEPT. OF SOCIAL SERVICES - SUBWAY (2011 Fresno St.) Cost Center 5610					
FRAUD INVESTIGATION UNIT (CLETS) Raphaella Cervantes - 453-5045					
GENERAL SERVICES Richard St. Marie 488-6785					
HALL OF RECORDS Richard St. Marie 488-6785					
INFORMATION TECHNOLOGIES (OPERATIONS)					
JAIL Officer Josie Ruiz - 488-3085					
LIBRARY 2420 Mariposa					
SHERIFF'S DEPT. - ADMIN 2200 Fresno St. Room 228					
SHERIFF'S DEPT. - INTERNAL AFFAIRS	11-Apr 17-Apr			1 1	90-Gallon 90-Gallon
SHERIFF'S DEPT. - FORENSIC LABS Donna					
Community Health Administration 1221 Fulton 1st Floor					
<b>TOTALS</b>		1413 64-Gallon Containers	277 32-Gallon Containers	38	REGULAR BOXES
					SMALL BOXES
		265-Gallon Container	6 90-Gallon Containers	250	REGULAR BOXES ON SITE

## CHECK LIST

This Checklist is provided to assist the vendors in the preparation of their bid response. Included in this list, are important requirements and is the responsibility of the bidder to submit with the bid package in order to make the bid compliant. Because this checklist is just a guideline, the bidder must read and comply with the bid in its entirety.

*Check off each of the following:*

1. \_\_\_\_\_ The Request for Quotation (RFQ) has been signed and completed.
2. \_\_\_\_\_ One (1) original and two (2) copies of the RFQ have been provided.
3. \_\_\_\_\_ Addenda, if any, have been completed, signed and included in the bid package.
4. \_\_\_\_\_ The completed *Reference List* as provided with this RFQ.
5. \_\_\_\_\_ The *Quotation Schedule* as provided with this RFQ has been completed, priced reviewed for accuracy and any corrections initialed in ink.
6. \_\_\_\_\_ Indicate all of bidder exceptions to the County's requirements, conditions and specifications as stated within this RFQ.
7. \_\_\_\_\_ *Bidder to Complete* page as provided with this RFQ.
8. \_\_\_\_\_ Lastly, on the **LOWER LEFT HAND CORNER** of the sealed envelope, box, etc. transmitting your bid include the following information:

County of Fresno RFQ No.	<u>962-5198</u>
Closing Date:	<u>September 5, 2013</u>
Closing Time:	<u>2:00 P.M.</u>
Commodity or Service:	<u>Document Shredding and Media Destruction Services</u>

**This Checklist does not need to be returned with your bid.**