



BID SUMMARY FORM

PROJECT NUMBER 2017-03
 PROJECT NAME SHREDDING SERVICES
 BID DUE DATE OCTOBER 5, 2016 – 12:00 NOON (LOCAL TIME)
 DEPARTMENT FINANCIAL SERVICES FOR ALL DEPARTMENTS

	OFFICE PRO JANESVILLE WI		IRON MOUNTAIN ADDISON IL	
	OFF-SITE	ON-SITE	OFF-SITE	ON-SITE
2017 COST PER POUND	.047	.087	.08	.12
2018 COST PER POUND	.047	.087	.08	.12
2019 COST PER POUND	.047	.087	.08	.12

Invitation to Bid was advertised in the Janesville Gazette and on the Internet. Four additional vendors were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

GOVERNING COMMITTEE APPROVAL:

CHAIR _____ VOTE _____ DATE _____

EXECUTIVE SUMMARY

Bids were solicited from qualified individuals, firms, partnerships and corporations having specific experience in paper shredding for various Rock County departments as needed. The objective of this Invitation to Bid is to enter into a one-year contract with the option to renew for two additional one-year periods, not to exceed a total of three years. The contract period will begin on January 1, 2017. Bids will remain in effect for the 2017 through 2019 calendar years.

Rock County generates approximately 85,000 – 95,000 pounds of paper to be shredded yearly.

Bids were solicited from six companies involved in this type of work with only two vendors responding. The Bids were reviewed by the Purchasing Manager for compliance with the specifications and recommend Office Pro as the successful vendor.