

**Columbus Consolidated Government
Council Meeting Agenda Item**

TO:	Mayor and Councilors
AGENDA SUBJECT:	On-Demand On-Site Secure Shredding Services (Annual Contract) – RFB No. 21-0012
INITIATED BY:	Finance Department

It is requested that Council approve the execution of an annual contract with The Overby Company/Shred-A-Way (Columbus, GA) for on-demand on-site secure shredding services for various City Departments on an “as needed” basis, for the annual estimated contract value of \$2,874.00

Various Departments, having records stored at the Columbus/Muscogee County Regional Records Center possess a variety of information material that requires destruction. The specific information material and minimum holding period for scheduling destruction is dictated by law. Information material includes primarily paper (office paper, colored paper, glossy paper, file stock, laser print paper, file folders, envelopes, etc.) Some Departments periodically require the destruction of documents and other media (i.e., computer media, tapes, diskettes, microfilm/microfiche, or other record retention media). The material usually contains sensitive information as defined by Acts of the General Assembly or that may be determined by Departments’ internal policies.

The contract term shall be for two years, with the option to renew for three additional twelve-month periods, contingent upon the mutual agreement of the City and Contractor.

Bid specifications were posted on the web pages of the Purchasing Division, DemandStar and Georgia Procurement Registry. Three (3) bids were received on January 20, 2021. This bid has been advertised, opened and reviewed. The bidders were:

DESCRIPTION	Est. Qty.	The Overby Company/Shred-A-Way (Columbus, GA)		River Mill Data Management ¹ (Columbus, GA)		InstaGate Technology ² (Franklin, NC)	
		Unit Cost	Ext. Cost	Unit Cost	Ext. Cost	Unit Cost	Ext. Cost
Secure Shredding Services, 95-Gal Bin	144	18.50	2,664.00	37.50	5,400.00	25.00	3,600.00
Secure Shredding Services, 64-Gal Bin	12	15.00	180.00	35.00	420.00	22.50	270.00
Destruction of Computer Media (to exclude microfilm/microfiche)	30 lbs.	.75	22.50	Off-Site = 130.00 On-Site = 280.00 (see below)		5.00	150.00
Destruction of Microfilm/Microfiche	10 lbs.	.75	7.50	110.00 (see below)		2.50	25.00

Method of Destruction	Shredding	Incinerator	Portable electric melting furnace
TOTAL BID:	\$ 2,874.00	\$ 5,820.00 + pricing from Exhibit A (below), as applicable	\$ 4,045.00

1. River Mill Data Management, Exhibit A (pricing for destruction of microfilm/microfiche):
Destruction of Computer Media (to exclude microfilm/microfiche):

- Off-Site: Certified Scale charge \$ 100.00
Plus, per pound \$ 1.00 = \$ 130.00
➤ Box truck will be weighed on a certified scale before and after pickup to determine the weight of the media.
- On-Site: Stop charge/Certified Scale charge \$ 250.00
Plus, per pound \$ 1.00 = \$ 280.00
➤ Media will be shredded on-site, and the shred truck will be weighed on a certified scale before and after the shred to determine the precise weight.

Destruction of Microfilm/Microfiche:

- Off-Site Only Certified Scale charge \$ 100.00
Plus, per pound \$ 1.00 = \$ 110.00

2. InstaGate Technology did not include E-Verify Affidavit (Form 3) nor Communication Concerning This Solicitation (Form 4). Per the bid specifications: "A completed, notarized E-Verify Affidavit (Form 3) must be included with sealed proposal; failure to do so will render the firm's or individual's proposal non-responsive and ineligible for award consideration." Further, Communication Concerning This Solicitation (Form 4) states: "This page must be signed and returned with the vendor's bid/proposal. Failure to include this form will automatically render vendor's response non-responsive."

Funds are budgeted each fiscal year for this ongoing expense in the various budget line items of the various Departments/Offices who will be utilizing these services.

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING AN ANNUAL CONTRACT WITH THE OVERBY COMPANY/SHRED-A-WAY (COLUMBUS, GA), FOR ON-DEMAND ON-SITE SECURE SHREDDING SERVICES FOR VARIOUS CITY DEPARTMENTS ON AN “AS NEEDED” BASIS, FOR THE ANNUAL ESTIMATED AMOUNT OF \$2,874.00.

WHEREAS, various Departments, having records stored at the Columbus/Muscogee County Regional Records Center possess a variety of information material that requires destruction. The specific information material and minimum holding period for scheduling destruction is dictated by law. Information material includes primarily paper (office paper, colored paper, glossy paper, file stock, laser print paper, file folders, envelopes, etc.); and,

WHEREAS, some Departments periodically require the destruction of documents and other media (i.e., computer media, tapes, diskettes, microfilm/microfiche, or other record retention media). The material usually contains sensitive information as defined by Acts of the General Assembly or that may be determined by Departments’ internal policies.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to enter into an annual contract with The Overby Company/Shred-A-Way (Columbus, GA), for on-demand on-site secure shredding services for various City Departments on an “as needed” basis. Funds are budgeted each fiscal year for this ongoing expense in the various budget line items of the various Departments/Offices who will be utilizing these services.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2021 and adopted at said meeting by the affirmative vote of _____ members of said Council.

- Councilor Allen voting _____.
- Councilor Barnes voting _____.
- Councilor Crabb voting _____.
- Councilor Davis voting _____.
- Councilor Garrett voting _____.
- Councilor House voting _____.
- Councilor Huff voting _____.
- Councilor Thomas voting _____.
- Councilor Tucker voting _____.
- Councilor Woodson voting _____.