



Town of Fountain Hills
16705 East Avenue of the Fountains
Fountain Hills, Arizona 85268
Phone: 480-816-5100
Fax: 480-837-3145

**REQUEST FOR QUOTATION
FOR
Document Destruction**

2019-092

All quotes due by May 27, 2019 3:00 P.M., Local Time, Phoenix, Arizona.

The Town of Fountain Hills (the "Town") is seeking a licensed and qualified Vendor to provide all material and labor required as described below on an as-needed basis for a period of one year, with up to four renewable one-year options.

Section I – Project Information

Vendor to provide document destruction services for Town-owned facilities. Document destruction will be conducted on a quarterly basis. Provide annual bulk purging for each facility.

Provide semi-annual shredding events at a designated area provided by the Town. The Town will provide any necessary traffic control. Vendor will provide one truck, two bins and two personnel for each shredding event. Vendor shall be "NIAD" certified.

The Contract created by this request and the resulting quotation will automatically renew for up to four successive one-year terms, unless the Vendor or the Town notify the other in writing of its desire to terminate the Contract. If extended, the then-current prices shall be applicable during the subsequent renewal year unless the Vendor notifies the Town in writing of any rate increase and the Town approves the increase with an authorized signature, prior to the end of the then-current term.

Section II – Instructions and Conditions

1. Quantities as described in Section I above are estimates only, based upon available information. The Town reserves the right to adjust the quantities as necessary to meet its needs. This is an indefinite quantity and indefinite delivery Agreement for Services, which shall only be provided when the Town chooses to move forward with a pending project and proper authorization and documentation have been approved. The Town does not guarantee any minimum or maximum amount of Services will be requested under this Agreement.]
2. If applicable, Vendors must state the manufacturer of each product quoted on in conformity with the specifications.
3. All quotations must contain the quoting firm's name and be signed by an authorized agent, officer or employee.
4. Award will be made to the Vendor whose quotation is the most advantageous to the Town.

5. Please attach your Quotation behind the Exhibit A cover sheet and submit this document to the address above.

If you need additional information or have questions, please contact Raymond Rees by email rrees@fh.az.gov.

Section III – Pricing

The Quotation shall be attached hereto as Exhibit A and shall contain pricing unless a separate price sheet is required, in which case the Price Sheet shall be submitted in the form attached hereto as Exhibit B and incorporated herein by reference

Note: Prices offered shall include applicable state and local taxes.

Section IV – Execution and Submission

By executing this document and submitting a quotation to the Town of Fountain Hills, the authorized agent agrees (i) he/she has read the Town’s Standard Terms and Conditions, dated April 14, 2016, as set forth on the Town of Fountain Hills website (<http://www.fh.az.gov/po-terms>), which are incorporated into and become a part of the company’s quotation offer as if set forth fully herein and (ii) the company shall be bound by the Standard Terms and Conditions, dated April 14, 2016. By signing below the company is offering to provide the services set forth in Exhibit A and upon written acceptance of the company’s offer by the Town, it will have entered into a binding agreement. The offer shall be considered held open for 60 days from the quotes due date set forth above.

Signature: Joseph Caradonna Date: 6-19-19
 Printed Name: JOSEPH CARADONNA Title: PRES
 Company Name: PROSHRED
 Address: 1769 W UNIVERSITY DR ST180
 City: TEMPE State: AZ Zip: 85281
 Email Address: JOE.CARADONNA@PROSHRED.COM Telephone No. 480-427-2733

The total contract amount, including all renewal terms, may not exceed \$49,999.99. Contracts for \$50,000 or more will not be authorized and will require a formal procurement process.

ACCEPTANCE OF OFFER AND CONTRACT AWARD (For Town of Fountain Hills Use Only)

The Vendor’s Offer is hereby accepted. The Vendor shall not commence any billable work or provide any materials or service under this Contract prior to the date this Contract is executed.

Town of Fountain Hills, an Arizona municipal corporation

Grady E. Miller Date: 6/25/2019
 Grady E. Miller, Town Manager

Town Attorney Approval: 4817-2739-2662

CR
6/24/19

EXHIBIT A
TO
REQUEST FOR QUOTATION
FOR
DOCUMENT DESTRUCTION

[Vendor's Quotation]

Raymond Rees

From: Patty Caradonna <patty.caradonna@Proshred.com>
Sent: Monday, May 6, 2019 4:01 PM
To: Raymond Rees
Subject: quote

Hi Raymond,

Thank you for calling us regarding the on-site shredding service for Fountain Hills governmental offices. You mentioned that you were interested in Quarterly service, so we've come up with pricing for that frequency. See below for information. If you need any additional pieces of equipment, the pricing is listed as well.

FREQUENCY	EQUIPMENT	PRICING
Quarterly service at FH Offices	95 Gallon	\$70/each/service
Annual Purge Shred (Finance Department or other departments)	20 boxes	\$107 first 21 boxes, \$3.75/box thereafter
Annual Shred Event	Minimum 2 hours / Maximum 4 hours	\$195/hr/1 st truck \$175/hr/2 nd truck

All shredding is done on-site and Certificate of Destruction is supplied at the end of the services. We'll also provide an Environmental Certificate throughout the year to show you how Fountain Hills reduces the carbon footprint.



Patty Caradonna

PROSHRED Arizona
1769 W University Dr, Ste 180, Tempe AZ 85281
480-427-2733



www.proshred.com/greater-phoenix

Would you give us a review?? You can do so at:

<https://goo.gl/1c7DHJ>

<http://www.yelp.com/biz/proshred-phoenix-tempe>



Proshred Security

is Hereby Granted **NAID AAA Certification**
by the National Association for Information Destruction



The National Association for Information Destruction (NAID®) is the non-profit trade association recognized globally as the secure data destruction industry's standards setting and oversight body.

*The certificate holder has met the rigorous requirements of the NAID AAA Certification program and demonstrated through announced and unannounced audits that its security processes, procedures, systems, equipment, and training meet the standards of care required by all known data protection regulations.**

As a result, NAID AAA Certification also serves to meet all data controller vendor selection due diligence regulatory requirements.

Valid Through: September 30, 2019

The certificate holder is NAID AAA Certified for the following services and media types:

- Mobile Operation for Paper/Printed Media

Applicable to the following location(s):

- 1769 W University Dr Ste 180, Tempe, AZ 85281, USA

Katid Manonay
NAID Certification Program Official

*NAID AAA Certification specifications are regularly evaluated/amended as necessary and service provider compliance is verified to ensure ongoing conformance with all known data protection regulations including The Privacy Act (Australia), GDPR (Europe), HIPAA, GLBA, FACTA, State-level requirements (USA), and PIPEDA, PIPA, PHIPA (Canada) in their relevant jurisdiction(s), as well as with related risk assessment, incident reporting and data breach reporting procedures and training as required therein or separately.



Certificate of Registration

This certifies that the Quality Management System of

Proshred Phoenix

1711 W. University Dr.
Suite 153
Tempe, Arizona, 85251, United States

has been assessed by NSF-ISR and found to be in conformance to the following standard(s):

ISO 9001:2015

Scope of Registration:

Provision of on-site information security and destruction



Certificate Number: 6H321-IS14-C0245664
Certificate Issue Date: 18-JUN-2018
Registration Date: 01-JUN-2017
Expiration Date *: 31-MAY-2020

Carl Blazik,
Director, Technical Operations &
Business Units, NSF-ISR, Ltd.

NSF International Strategic Registrations

789 North Dixboro Road, Ann Arbor, Michigan 48105 | (888) NSF-9000 | www.nsf-isr.org

Authorized Registration and/or Accreditation Marks. This certificate is property of NSF-ISR and must be returned upon request.

*Company is audited for conformance at regular intervals. To verify registrations call (888) NSF-9000 or visit our web site at www.nsf-isr.org