

# Boone County Purchasing

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## NOTICE OF AWARD MEMORANDUM

**TO:** Melinda Bobbitt, Director and File  
**FROM:** Liz Palazzolo, CPPO, C.P.M.  
**DATE:** May 26, 2022  
**RE:** RFP 01-22MAR22 – Purge Job Shredding & Disposal Services - Term and Supply

Request for Proposal RFP 01-22MAR22 solicited proposals for Purge Job Shredding & Disposal Services for various Boone County offices. Two proposals were received:

- 1) The Shred Truck of St. Louis, Missouri
- 2) Information Management Securities, LLC (dba IMS) of Mexico, Missouri

The two proposals have been evaluated by an Evaluation Team consisting of the following personnel: Brianna Lennon, County Clerk; Angela Ayers, Administrative Deputy for the Boone County Sheriff's Office; and Debbie Lee, Office Manager, Circuit Court, 13<sup>th</sup> Judicial Circuit. The Evaluation Team conducted two Team Meetings as part of the evaluation process.

One round of negotiation was pursued with both offerors, and the Best and Final Offers were considered in the evaluation and scoring. Paragraph 4.5.4 and its sub-paragraphs (a) through (d) addressed the County's ability and approach to negotiation of the proposals.

Both proposals have been evaluated for responsiveness to the mandatory terms and conditions of RFP 01-22MAR22, and both proposals have been found responsive. A subjective evaluation was conducted by the Evaluation Team: Experience, Expertise & Reliability was one category and it was weighted a maximum 25 points. The Method of Performance and Contractor Support was a second subjective category and it was weighted a maximum 25 points. Cost, worth a maximum of 50 points, has been evaluated by the Purchasing Office; the cost point scores were not shared with the Evaluation Team until after their subjective scoring was finished.

Subjective scores were added to cost scores and the outcome is shown below and in the attached score sheet:

The Shred Truck receives a total subjective score of 48 that is added to a cost point score of 50 to reach a final score of 98. IMS receives a total subjective score of 49 that is added to a cost point score of 38 to reach a final score of 87.

In this case, The Shred Truck only offers on-site shredding whereas IMS only offers off-site shredding. Because the Boone County offices can use both on- and off-site shredding, a contract will be awarded to both vendors in order to optimize the options the County has for purge job records shredding and disposal. It is noted for the record that the County's contract with Shred-it for routine, scheduled shredding and disposal remains in place and Shred-It will continue to perform for the County as the contractor for routine/scheduled shredding jobs. The contracts for Purge-Job Shredding and Disposal are for special, annual and as-needed records shredding and disposal that Shred-It was unable to provide under a contract with fixed terms and pricing.

The Evaluation Report and the Cost Evaluation, along with the Scoring Sheet follow this memo.

The awards of contract will be made to The Shred Truck of St. Louis, Missouri and Information Management Securities, LLC (dba IMS) of Mexico, Missouri. The contract period will run 06/01/22 through 05/31/23 with four renewal options.

This is a Countywide Term and Supply contract.

Attachments

/lp

## EVALUATION SCORING FORM

PURCHASING DEPARTMENT - BOONE COUNTY - MISSOURI

REQUEST FOR PROPOSAL 01-22MAR22 - Purge Job Records Shredding & Disposal Services - Term & Supply

					For Purchasing Use Only	
	NAME OF OFFEROR	Experience/Reliability/ Contractor Support (25 Points)	Proposed Method of Performance (25 points)	TOTAL SUBJECTIVE POINTS (50 points)	COST POINTS (50 points)	TOTAL POINTS (Max 100 points)
1	The Shred Truck	24	24	48		
2	IMS Shredding	25	24	49		

*We hereby attest that the subjective points assigned to each offeror above were scored pursuant to the established evaluation criteria and represent our best judgement of the subjective areas of the offerors' proposals. We have attached a brief narrative which highlights some, but not necessarily all, of the reasons for our evaluation of the proposals as indicated by the scores above. Our comments represent our opinions only and do not represent the position of the Purchasing Department of Boone County, Missouri, or any other party.*



Brianna Lennon

Boone County Clerk

County Clerk

**Evaluator's Signature**

**Evaluator Printed Name**

**Title**

**Dept.**



Angela Ayers

Administrative Deputy

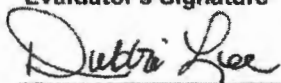
Sheriff's Office

**Evaluator's Signature**

**Evaluator Printed Name**

**Title**

**Dept.**



Debbie Lee

Office Manager

Circuit Clerk's office

**Evaluator's Signature**

**Evaluator Printed Name**

**Title**

**Dept.**

Total Cost - RFP 01-22MAR22 - Purge Job Records Shredding & Disposal					
<i>Offerors</i>	Scenario 1 - County Clerk Purge Job 5.10.32	Scenario 2 - County Clerk Purge Job 5.10.33	Scenario 3 - Sheriff Purge Job 5.10.34	Scenario 4 - Sheriff Purge Job E-Media 5.10.35	Total All Scenarios
IMS	\$ 1,497.50	\$ 5,540.00	\$ 1,305.00	\$ 1,018.62	\$ 9,361.12
The Shred Truck	\$ 1,242.00	\$ 4,130.00	\$ 1,035.00	\$ 695.00	\$ 7,102.00
<u>COST POINTS: \$Lowest/\$Total X 50 Maximum Cost Points</u>					
IMS	38				
The Shred Truck	50				

## Evaluation Report RFP 01-22MAR22 – Purge Job Records Shredding & Disposal Services

### OFFEROR #1: The Shred Truck

- The proposal from The Shred Truck is deemed responsive to the mandatory terms and conditions of the RFP.

#### **EXPERIENCE, EXPERTISE AND RELIABILITY: SCORE 24 of 25**

##### **Strengths:**

- Been in the shredding business 9 years
- No defaults on service
- Current shredding service provider to Fort Leonard Wood and Lutheran Senior Services
- Supportive reference information provided from Lutheran Senior Services
- Bonded and insured
- Employees and subcontractors have to pass local and federal security checks as part of NAID Certification

##### **Concerns:**

- County has had no direct experience working with the Shred Truck

#### **METHOD OF PERFORMANCE AND CONTRACTOR SUPPORT: SCORE 24 of 25**

##### **Strengths:**

- 100% work done by employees
- NAID, AAA-Certified
- Provide on-site shredding which some County offices prefer, especially those offices that have high-volume documents shredding needs (County Clerk and Sheriff's Office)
- Have several trucks in fleet – shredding equipment is capable of handling large volumes quickly
- Have identified single point of contact for contract – Nick Kirkou

##### **Concerns:**

- No bins dropped off before-hand to prepare for large purge job – this would be preferred to help prepare for large job

### OFFEROR #2: IMS

- The proposal from IMS is deemed responsive to the mandatory terms and conditions of the RFP.

#### **EXPERIENCE, EXPERTISE AND RELIABILITY: SCORE 25 of 25**

##### **Strengths:**

- Been in in the shredding business 14 years
- Began doing NAID certified shredding in 2016
- Currently provide service to the Missouri Secretary of State

- State of Missouri Recycling Coordinator provided supporting reference information
- Employees and subcontractors have to pass local and federal security checks as part of NAID Certification
- NAID Certified and EPC (subcontractor) is certified as well
- Performed two jobs for County recently (Assessor's office and Legal Office) and both offices expressed satisfaction with the service from IMS

**Concerns:**

None

**METHOD OF PERFORMANCE AND CONTRACTOR SUPPORT: SCORE 24 of 25**

**Strengths:**

- Provide off-site shredding which is preferred by some County offices
- Off-site process is secure - Document shredding is "pierce & tear" - materials are baled and sent via 53' truck to paper mill for recycling – directly. Once shredded, bales are held within IMS Shredding facility under security (inside/outside). The bales are then loaded into 53' trailers and shipped directly to a paper mill where the truck is sealed.
- Have identified single point of contact for contract – Marilyn Newman
- Will issue Certificate of Destruction once materials are destroyed.

**Concerns:**

- Electronics recycling is subcontracted out to EPC – second party to handle material
- Only do off-site shredding

**SUMMARY:**

Both IMS and the Shred Truck are evaluated as having comparable experience, expertise and reliability. Both IMS and The Shred Truck received favorable reference support and indicated that they have agreements with larger entities similar to the County and can handle larger shredding projects. Both IMS and The Shred Truck are NAID AAA-certified. Both indicate that they conduct background and security checks of their employees and subcontractor employees. The scoring reflects that the County has recent favorable direct experience with IMS but no direct experience with The Shred Truck, and the fact that IMS has a longer business history.

In the area of Proposed Method of Performance and Contractor Support, it is noted that both IMS and The Shred Truck perform document shredding at different work sites: IMS performs off-site shredding providing a Certificate of Destruction whereas The Shred Truck performs on-site shredding that the County can oversee real-time. The County prefers on-site shredding because for the offices that have to watch document shredding, it allows for the County employee to remain on the worksite without having to travel to the shredding site. However, there are County offices that can allow for off-site shredding. The Shred Truck has several shredding trucks that have been described as having very fast shredding equipment to allow for on-site job completion of bigger shred jobs in 1-2 work-days. The Shred Truck's drivers assist materials handling by taking documents in boxes and putting them in their 96-gallon totes for shredding. IMS can work with documents loaded onto pallets, and shrink-wrapped by the County; or process from boxes dumped into carts. IMS can drop-off carts prior to hauling off for shredding. The Shred Truck does not provide any containers prior to a scheduled purge

job. Both vendors have a process for shredding and disposing of electronic media and hard drives. IMS subcontracts to a NAID certified waste company; and The Shred Truck shreds hard drives and e-media on-site. The scoring reflects the County's general preference for on-site shredding (IMS loses one point) and the County's preference to have containers delivered to prepare for a shred job prior to the actual project date (The Shred Truck loses one point).

It is recommended that both IMS and The Shred Truck be awarded a contract to accommodate the County's ability to conduct purge job shredding and disposal because it allows for both on-site and off-site shredding which meets the various needs and requirements the various County offices have for shredding and disposing of old documentation.