



**County Of Siskiyou
Request for Proposals (RFP)
RFP # 25 - 01– County Administrative Office
for
Confidential Materials Shred Service**

Proposals may be mailed, delivered, or emailed to:

**Chris Forrester
Management Analyst I
County Administration
1312 Fairlane Road, Suite 1
Yreka, CA 96097
RFP_RFB_Submissions@co.siskiyou.ca.us**

**Proposals Due by:
May 20, 2025
3:00 PM**

**County of Siskiyou
Request for Proposals
for Confidential Material Shred Services**

The following schedule of events will be followed to the extent achievable; however, the County reserves the right to adjust or make changes to the schedule as needed.

Estimated Timeline of Events

| Date | Activity |
|---------------|---|
| May 6, 2025 | Release of Request for Proposals (RFP) |
| May 13, 2025 | Deadline to Submit Questions |
| May 20, 2025 | Submission of Proposals due by 3:00 PM |
| May 23, 2025 | Review of Proposals |
| May 27, 2025 | Notification of Final Selection |
| June 17, 2025 | Professional Service Agreement Processed |
| July 1, 2025 | Professional Service Agreement Start Date |

1.0 Preface

The County of Siskiyou, through the County Administrative Office, is seeking proposals for confidential materials shredding service from fully licensed, insured, bonded, certified Contractor to furnish all labor, tools, equipment and incidentals required to provide secure confidential document destruction in compliance with the HIPAA Privacy Security and Enforcement Rules providing physical safeguards to dispose of Protected Health Information (PHI).

County locations currently receiving confidential materials shredding service:

311 4th Street, Yreka (multiple departments)
818 South Main Street, Yreka
520 South Main Street, Yreka
2060 Campus Drive, Yreka
912 South Main Street, Yreka
1312 Fairlane Road, Yreka
909 Ream Ave, Mt. Shasta

This proposal will be used by the County of Siskiyou to arrange for the secure collection, transportation, and certified destruction of confidential shred bin(s) contents. The agreement shall be for a sixty (60) month period, commencing July 1, 2025, and terminating June 30, 2030. The County reserves the right to extend said contract annually, upon expiration date, at agreed prices by written amendment signed by both parties with no obligation by the County to purchase any specific number of services.

2.0 Scope of Work

Services the successful Proposer will be expected to provide, include but are not limited to:

Contractor will provide services for the secure destruction of records and a Certificate of Destruction at the time of service to each department.

Contractor shall describe bin and console sizes available to departments. Some departments may have their own containers. Total number of bins/soles and locations may be added or subtracted during the contract term as need and funding requires. The number of pickups may vary, depending on departments' needs and can be adjusted during the term of contract. Some departments may need one-time service for an annual purge or special project.

Provide secure, locked containers as needed to individual County departments. All shredding bins and consoles shall be secured with a locking mechanism with key access. At least one (1) key shall be provided to the County department contact upon placement of Contractor owned containers.

Each department will determine their own shredding needs and contact the contractor to arrange for services, scheduling, and billing.

Proposers should feel free to include any other services not specified that they deem necessary to achieve the goals of this RFP.

3.0 Submission Requirements

Proposal Format: Proposals must contain the following:

1. Cover Letter

- a. Please provide the Proposer's name, address, and telephone number. The letter must be signed by a representative authorized to enter into contracts on behalf of the Proposer.

2. Qualifications

- a. Provide specific information concerning the Proposer's experience with the services specified in this RFP. Examples of completed projects, as current as possible, should be submitted as appropriate.

3. Company Profile

- a. Provide a brief description of your company, including business structure, address, the total number of employees, overall industry experience, certifications, affiliations, and relevant experience. Support your capacity to perform the services detailed in this RFP.

4. Approach:

- a. Provide an analysis of the methodology developed to perform all required services and your response to the scope of work as referenced above.

5. Contractor Responsibility

Upon award of a contract the following Contractor provisions will apply.

Proposers should base their responses to the following items on ability to meet these requirements

- a. Contractor shall have the ability to cross-cut shred whole sheets of white or colored paper of any size into 5/8" shredded paper with additional steps to create unreadable indecipherable shred that cannot be reconstructed. List steps to support this requirement.
- b. Contractor may shred of other media such a floppy disks, compact disks, film, negatives, blueprints, microfiche, tapes, transparencies, ribbons, etc. into unreadable, indecipherable shred that cannot be reconstructed. List separation requirements for media other than paper listed in item b above.
- c. List Contractor requirements regarding paper clips, staples, etc.
- d. Contractor shall provide secure, locked containers as required by County locations. Proposals shall include Contractor's container size options, criteria for materials placed in containers (i.e. materials to be loose or bagged, can liners provided, etc.) Contractor shall be responsible for maintaining Contractor owned containers in good working order and providing replacement and/or additional containers as may be requested during the term of the agreement.
- e. Proposal shall define Contractor requirements regarding the use of County owned locked containers.
- f. Pick-up dates that fall on County observed holidays shall be made on an alternate day and County/department notified.
- g. Proper conduct is expected of Contractor's personnel when on County premises. This includes adhering to County smoking, drug and alcohol policies and treating employees courteously.
- h. County has the right to request removal of any contractor employee or subcontractor who does not properly conduct themselves or perform quality work.
- i. Contractor personnel shall be easily identifiable as non-County employees (i.e. work uniforms, badges, etc.).
- j. Please see the attached sample contract for HIPPA and PHI requirements.

6. References:

- a. Please include at least three (3) references, including name, address, telephone number, and Email, for whom similar services have been provided.

7. Price Proposal:

- a. Provide a transparent fee schedule that outlines all of the costs associated with the required services, broken down by category of products and services, and all on-going costs for recommended or required services.

The proposal must include all requirements as listed and correlate to the Scope of Work outlined under this RFP.

Conflict of Interest: Proposer(s) shall disclose to the County any interest, direct or indirect, which could conflict in any manner or degree with the performance of service required. At the County's discretion, a potential conflict of interest, to the extent it is waivable, may be waived or factored into the final award decisions and/or a modified Scope of Work.

4.0 Selection Process

The proposals received in response to this RFP will be screened by a selection committee. The selection committee will consider only the proposals which have been considered responsive to the RFP. Any proposal that fails to meet the RFP's requirements will be regarded as non-responsive and may be rejected. A proposal, which is in any way incomplete, irregular or conditional, at the County's discretion, may be rejected. The following criteria will be used in the evaluation of the potential consultants:

1. Qualifications
2. Approach
3. Experience and references
4. Proposed costs

The County may meet or interview any or all of the proposers during the evaluation process. A contract will be negotiated with one or more qualified entities selected during the evaluation process. Proposals not selected in the evaluation process may be awarded a contract should negotiations with the selected Proposer(s) prove unsuccessful. The County reserves the right to reject any and all proposals and reserves the right to waive any non-substantive defects in the proposals.

5.0 General Information

Proposals must be submitted by way of mail, hand delivery, and/or electronic means, as described below:

- **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at Siskiyou County Administration, 1312 Fairlane Rd, Suite 1, Yreka, CA on or before May 20, 2025, 3:00 PM (ATTN: Chris Forrester, Management Analyst I). Please note "RFP # CAO 25-01 on front of envelope.
- **Mailing:** Hard copy proposals by way of mail must be mailed to Siskiyou County Administration, 1312 Fairlane Rd, Suite 1, Yreka, CA 96097 and postmarked by May 20, 2025. Please note "RFP # CAO 25-01 on front of envelope.
- **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to RFP_RFB_Submissions@co.siskiyou.ca.us and must be received by before May 20, 2025, 3:00 PM. Please include "RFP # CAO 25-01 in subject line.

Proposers shall provide One (1) original copy with signature and Three (3) exact copies of the original by hand or mail delivery, as instructed above.

Proposers submitting proposals electronically will only be required to send one signed copy.

Proposers are asked to direct all inquiries related to the project(s) to Chris Forrester by email, cforrester@co.siskiyou.ca.us, or by phone at 530-842-8005.

The County will provide the following to assist the selected entity(s):

- Designate a person to act as the County's point of contact with respect to the work performed under the contract.
- Information, as legally allowed and reasonably attainable, in possession of the County that relates to the requirements of the project(s) or which is relevant for the project(s).
- Facilitate coordination with other entities, local agencies, organizations, and individuals if necessary.
- Advice on the project scope of work.
- Review and validation of project deliverables.

- This would be a master agreement for the county. The contract would be for five (5) years beginning July 1, 2025.

A contract award resulting from this RFP will be made without discrimination on any basis prohibited under state or federal law.

6.0 Attachments

- a. Example of County Contract
- b. County Holiday Observances