



Request for Quote

SECURE DOCUMENT DESTRUCTION

RFQ NO. 22-29

JUNE 24, 2022

Greater Dayton Regional Transit Authority

4 S. Main Street, Dayton, OH 45402 • P: 937-425-8400 • F: 937-425-8416 • www.iriderta.org

REQUEST FOR QUOTE (RFQ) COVER PAGE

RFQ Issue Date: JUNE 24, 2022

RFQ Title: SECURE DOCUMENT DESTRUCTION
RFQ No: 22-29

RFQ Issued by:: Greater Dayton Regional Transit Authority (RTA)
Attn: Procurement
4 South Main Street, Dayton, OH 45402
Email: e-procurement@greaterdaytonrta.org

The Greater Dayton Regional Transit Authority (RTA) is interested in obtaining quotes for **SECURE DOCUMENT DESTRUCTION** Your firm is invited to submit a quote.

Quote for furnishing the Product(s) / Service(s) described herein will be received until:

JULY 15, 2022 until 2:00 P.M., (EST)

All Quotes may be electronically submitted (Preferred) to rreed@greaterdaytonrta.

MAILED OR HAND DELIVERED QUOTES SEND DIRECTLY TO:
Issuing Agency Listed Above

Quote must be clearly labeled:
SECURE DOCUMENT DESTRUCTION - RFQ 22-29

DBE Participation: It is the policy of the Department of Transportation (DOT) that DBE's, as defined in 49 CFR Part 26, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds under this Agreement. Although the DBE goal for this procurement is 0%, RTA welcomes DBE participation.

Please Note: All solicitations are available on the Procurement Department page of our website, <http://proc.greaterdaytonrta.org>. Please continue checking the website for any updates or addenda.

If you accessed this bid package from our website, we may not have you in our database. In order to ensure that you receive all updates and addenda, please go to <http://proc.greaterdaytonrta.org> - click on Vendor Registration (left side of page) and Email completed form to e-procurement@greaterdaytonrta.org

Please contact **Ruth Reed, Senior Purchasing Agent**, with any questions or inquiries concerning this RFQ. Please submit in writing to ensure accuracy to rreed@greaterdaytonrta.org.

SCHEDULE

Request for Quote Release Date	6/24/22
Deadline for Questions, Clarifications and Approved Equal Requests (RFAE)	7/7/22
Deadline for Responses to Questions, Clarifications and Approved Equals (RFAE)	7/11/22
Quotes Due	7/15/22; 2:00 PM (EST)

SUBMITTAL REQUIREMENT

Please include:

- One (1) Pdf of Quote Documents
- One (1) Excel Quote Form – Attachment 1
- One (1) Thumb drive with Quote Docs and Quote Form (if mailed)

Any interpretation, correction or change of the quote documents will be made by addendum. Interpretations, corrections or changes made in any other manner will not be binding, and bidders shall not rely upon such interpretations, corrections and changes.

SCOPE OF WORK

The Greater Dayton Regional Transit Authority (RTA) is soliciting quotes from established vendors who have been in the business of **on-site secure** document shredding for bi-weekly shredding (twice per month), annual document destruction, and as-needed document purges.

The successful quoter(s) will be offered a three (3) year contract with an option for a fourth year effective on or about August 1, 2022.

RTA currently has twenty (20) executive console style cabinets (key to be supplied by contractor) across three different locations. Additional containers used include small paper recycling bins, tall paper recycling bins, and three (3) 32-gallon toter bins. See photos below.

Current on-site shredding occurs on Thursdays during RTA business hours Monday through Friday 8:30am – 4:30pm. This schedule is flexible, but we request that shredding occur on the same day for every bi-weekly period (i.e. every other Thursday).

For security control, the awarded contractor will be issued a keycard to allow access to the different areas.

Prospective vendors should quote prices for bi-weekly (twice per month) shredding for at least three locations (potentially up to five). RTA would like the option of purchasing additional containers through the successful vendor and requests quotes for the containers available for purchase.

RTA is also requesting quotes for document purges. This quote will be for annual document destruction and as-needed document purges throughout the year.

Locations and time allotment included in this service are as follows:

WRIGHT STOP PLAZA – Approx. 30 minutes

- WSP Tower 4 South Main Street Dayton, OH 45402
- Cooper Side 12 E. 3rd Street Dayton, OH 45402

LONGWORTH CAMPUS – Approx. 45 minutes

- Operations/Maintenance Bldg 600 Longworth Dayton, OH 45402
- Coke Building 901 Ludlow Dayton, OH 45402
- ***Trolley Barn 601 Longworth Dayton, OH 45402
- ***Storage 705 Longworth Dayton, OH 45402

***There aren't currently containers at these locations, but additional containers/services may be purchased and required in the future.

SMALL BIN



TALL BIN



32- GALLON TOTE



SECURE CONSOLE CABINETS



SPECIAL CONDITIONS

AFFIRMATIVE ACTION ASSURANCE PLAN (IN EXCESS OF \$10,000): All firms will be required to comply with all Equal Employment Opportunity laws and regulations and file with RTA's DBE Officer, if requested, an Affirmative Action Assurance Plan, consistent with RTA's non-discriminatory policy, subject to RTA approval.

All bidders must submit with their quote a copy of the email from the City of Dayton's Human Relations Council (HRC), stating that their application for Affirmative Action Assurance (AAA) certification has been approved. Failure to furnish a copy of the AAA approval email from the City of Dayton's HRC may be cause for rejection of the quote.

In order to receive the AAA approval email, vendor must first log onto the City of Dayton's vendor certification portal, CityBOTS (www.citybots.com), and complete the online AAA form. To obtain CityBOTS login credentials, vendor must go to www.citybots.com, click the "Request Login" button, and follow the instructions. (If vendor's Tax ID number does not exist in the City of Dayton's CityBOTS database, they will need to contact the HRC's Business & Technical Assistance team at bta@daytonohio.gov or (937) 333-1403 to set up a CityBOTS account.)

Once the online AAA form is submitted for approval, the HRC will process it **within 5 business days**. Vendor will then receive an email explaining the status of their AAA certification.

If an approval email is not received by the quote due date, vendor is to write "**Application Pending**" on the Summary of Requirements page, for "Affirmative Action Assurance (AAA) Certification". A copy of the approval email must be received within five (5) business days after the bid due date.

The quote of any firm, who in RTA's judgment has failed to comply with such laws and regulations, may be considered non-responsive, and may be rejected.

ACCESS: The Contractor should be aware that RTA is a constantly operating organization, with activity 24 hours a day, seven days a week.

It is the intention of the RTA to protect RTA employees, customers and property from harm and to reduce RTA's liability exposure limits regarding safety and environmental infractions.

BASIS OF AWARD: Award will be based on the lowest quote received from responsive and responsible bidders as determined by the RTA. The successful vendor(s) will receive a blanket purchase order in accordance with the effective date stated in this Request for Quotation. No written notification of the award will be sent.

The RTA has the right to make the award(s) on the basis of each individual item or any combination of items, or in the aggregate of all items.

DURATION OF CONTRACT: The duration of the agreement shall be for a period of Three (3) years with a one-year option.

Option to Extend the Term of the Contract

The Greater Dayton Regional Transit Authority may extend the term of this contract by written notice to the Contractor; provided that the RTA shall give the contractor a written notice of its intent to extend at least 60 days before the contract expires. If the RTA exercises this option, the extended contract shall be considered to include this option provision.

The total duration of this contract, including the exercise of any options under this clause, shall not exceed 48 months.

DELIVERY: Delivery will be made within thirty (30) calendar days after receipt of order or verbal notification. Failure to deliver the required product within the specified time period is not in compliance with the terms and conditions set forth in the RFQ. The file will be documented accordingly regarding delinquent shipments. Continued delinquency could prohibit the award of future orders.

DELINQUENT DELIVERY: If the successful bidder fails to meet the required delivery time and it becomes necessary for the RTA to order product(s) from another source, the delinquent vendor will be responsible for reimbursing the RTA for the difference in the cost of the product(s) and any shipping costs that may be incurred by the RTA.

INDEMNIFICATION: The successful Contractor shall indemnify and save harmless RTA, its trustees, officers and employees from and against all loss, costs, liability, damage and expense whether direct, consequential or incidental, for personal injury and for property damage; and for such loss, costs, liability, damage and expense arising out of, or resulting in whole or in part, directly or indirectly, from work or operations under the contract but not limited to the acts, errors, omissions and negligence of Contractor's employees and agents, except to the extent of liability imposed due to RTA's own negligence.

LABORATORY TESTS: The RTA reserves the right to test all products delivered under the proposed order, at an independent laboratory to be designated by the RTA. This laboratory test shall include each item of the specifications to determine whether the products delivered are in conformity therewith. Tests shall be made on products selected at random from deliveries under the proposed order. Where the results of such tests show that the products delivered are not equal to the specifications, the Contractor shall pay the expense of making such test. If the results of any test show that the products delivered and tested conform to the specifications, then the RTA shall pay the expense of making such test.

NON-WAIVER BY ACCEPTANCE OF PAYMENT: Neither the acceptance by the RTA of any services, the payment by the RTA for any services, nor both acceptance and payment, shall be deemed to waive, compromise, or affect in any manner the liability of the Contractor for any breach of contract, of warranty or of both contract and warranty.

QUANTITIES: All quantities are estimated. No guarantee is made or implied as to the minimum or maximum quantities that may be ordered during the stipulated order period.

PAYMENT TERMS: Payments will be net 30 days after receipt of an invoice. Payment for services shall be at the quoted price.

PRICES: The prices quoted shall be "FIRM" for the term of the contract.

SHIPPING: All products ordered will be shipped FOB Destination. All shipping costs incurred will be at the successful bidder's expense.

SUBMITTAL OF QUOTE: The RTA reserves the right, as the interest of the RTA requires, to postpone, accept or reject any and all quotes and to waive any informality in the quotes received.

A quote may be withdrawn by email, personal, or written, request received from the bidder prior to the scheduled due/opening date. No quote may be withdrawn for a period of 60 days after the due/opening date.

TAX-EXEMPT: The RTA is exempt from payment of all taxes, and taxes must not be included in the quoted price. Necessary exemption certificates shall be furnished to the successful bidder upon request.

TERMINATION OF ORDER FOR CAUSE (IN EXCESS OF \$10,000): If, through any cause, the Contractor shall fail to perform fully, timely and in a proper manner its obligation under this order, or if the Contractor shall breach any of the covenants, conditions or agreements contained in the order, the RTA shall thereafter have the right to terminate this order by giving notice in writing which shall specify the effective date thereof, to the Contractor of such termination. In such event, any product delivered and/or installed by the Contractor under this order shall, at the option of the RTA, become the RTA's property; then the Contractor shall be entitled to receive just and equitable compensation thereof, that is agreeable to both parties. In the event of a termination pursuant to this clause, the RTA may elect instead to remove any product delivered and/or installed and redeliver the same to the Contractor, all at the Contractor's sole expense, including reasonable charges for any time and/or labor expended by the RTA employees.

Notwithstanding the above, the Contractor shall not be relieved of any liability to the RTA for damages sustained by the RTA by virtue of any breach of order or warranty or of both, by the Contractor for the purpose of setoff and/or recoupment until such time as the exact amount of damages due the RTA from the Contractor is determined.

TERMINATION FOR CONVENIENCE OF THE AUTHORITY (IN EXCESS OF \$10,000): The RTA may terminate this order at any time by a notice in writing, which shall specify the effective date thereof, from the RTA to the Contractor, at least 15 days before the effective date of such termination. In that event, any goods accepted by the RTA prior to the effective date of the termination shall become the RTA's property and the Contractor shall be entitled to receive just and equitable compensation therefore and for any services accepted by the RTA prior to the effective date of termination; provided, nevertheless, that the amount of the total order price is properly attributable to the goods and/or services accepted.

WARRANTY: A standard manufacturer's warranty shall be provided for _____.

CONTRACTOR INSURENACE REQUIREMENTS

The Contractor shall maintain, at its own expense, throughout the period of the Contract and any extensions thereof the following minimum insurance coverages of the types and in the amounts described below that are applicable to the scope of work being performed:

1. Workers Compensation Insurance. Contractor must carry Workers' Compensation Insurance (including occupational disease) in compliance with Workers' Compensation statutes of any applicable jurisdiction in which the Work is to be performed. For the attainment of Workers Compensation in monopolistic states, including Ohio, coverage must be secured through the state fund. If Contractor is a qualified self-insurer in compliance with the laws of the state, this is also acceptable. A certificate of compliance from the appropriate workers' compensation bureau or board must be provided with the certificate of insurance.

Vendor must also carry Employer's Liability Insurance with minimum limits of \$500,000 each accident; \$500,000 for disease (per employee); and \$500,000 for disease (policy limit). This policy must include Ohio "Stop Gap" coverage.

2. Commercial General Liability Insurance. Contractor must carry Commercial General Liability Insurance written on ISO form CG 00 01 10 01 (or its equivalent) with limits of \$1,000,000 per occurrence and in the aggregate. RTA (including its directors, officers, employees and volunteers) must be named as an additional insured on the CGL for liability arising out of the acts or omissions of the Contractor, including coverage for liability arising out of products and completed operations. The coverage afforded to RTA shall be primary to any other insurance carried by the RTA, and the RTA's coverage shall not contribute to any loss made pursuant to this coverage grant. Commercial General Liability coverage (including RTA's status as additional insured) shall be maintained for at least two years after completion of Contractor's work performed under this contract.

3. Commercial Auto Liability Insurance. Contractor shall carry Commercial Automobile Liability Insurance covering all owned, leased and non-owned vehicles used in connection with the work to be performed under this contract, with limits of not less than \$1,000,000 combined single limit per accident for bodily injury and property damage. RTA shall be afforded coverage under this policy for any liability arising out of the acts or omissions of Contractor.

4. Requirements common to all policies.

a. Contractor shall be solely responsible for reimbursing any deductible amount to the insurer, even if payment is being made on behalf of RTA as an additional insured on Contractor's policy. Any deductibles or self-insured retentions in excess of \$5,000 must be disclosed and approved in writing by RTA.

b. Contractor waives all rights of recovery it may otherwise have against RTA (including its directors, officers, employees and volunteers) to the extent these damages are covered by any of Contractor's insurance policies as required in this contract.

c. All insurance required hereunder shall be placed with insurers that have a minimum A.M. Best's rating of A-/X and shall be licensed, admitted insurers authorized to do business in the state of Ohio.

d. A certificate(s) of insurance showing that Contractor's insurance coverages are in compliance with the insurance requirements set forth below must be completed by the Contractor's insurance agent, broker, or insurance company after the contract has been awarded. All certificates (other than Ohio workers' compensation) shall provide for thirty (30) days written notice to RTA prior to cancellation or non-renewal of any insurance referred to therein. The certificate shall reference RTA's status as an additional insured with primary/noncontributory coverage under both the General Liability and Auto policies.

e. Failure of RTA to certificate(s) or other evidence of full compliance with these insurance requirements (or failure of RTA to identify and/or object to a deficiency in the certificate(s) that is/are provided by Contractor) shall not be construed as a waiver of Contractor's obligations to maintain such insurance. RTA shall have the right, but no the obligation, to prohibit Contractor from beginning performance under this contract until such certificates or other evidence that insurance has been placed in complete compliance with the above insurance requirements is received and approved by RTA. Contractor shall provide certified copies of all insurance policies required above within ten (10) days of written request from RTA.

f. By requiring insurance herein, RTA does not represent that coverage and limits will necessarily be adequate to protect Contractor, and such coverage limits shall not be deemed as a limitation on Contractor's liability under the indemnities granted to RTA.

g. Any subcontractors engaged by Contractor to perform the Work shall comply with these insurance and indemnification provisions and shall provide primary/noncontributory coverage to RTA as set forth herein.



SUMMARY OF REQUIREMENTS

In order for your bid/quote to be considered you must sign below indicating that you have read and will comply with the clauses that are marked as applicable to this RFQ. The Federal Third Party Contracting Clauses & Required Submittals may be accessed at Greater Dayton Regional Transit Authority (RTA) website. **See link and instructions below.**

https://proc.greaterdaytonrta.org On the top left of the screen, under Resources, click on: RFQ Small Purchase Clauses & Submittals.		
Required	Read & Comply	Required Clauses and Submittals
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Quote/Bid Form Attachment – 1 (Submit Copy)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Summary of Requirements (Submit Copy)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Affirmation Action Assurance (AAA) Certification (Submit Copy)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Insurance Certificates (Submit Copy)
FTA Third Party Contracting Clauses		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Obligation by Federal Government
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Program Fraud and False or Fraudulent Statements or Related Acts
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Audit and Inspection of Records
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Federal Changes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Nondiscrimination (EEO)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Title VI, Civil Rights Act of 1964, Compliance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Americans with Disabilities Act (ADA)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Incorporation of Federal Transit Administration (FTA) Terms
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Energy Conservation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Termination of Contract for Default (>\$10,000)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Termination for Convenience of the RTA (>\$10,000)
<input type="checkbox"/>	<input type="checkbox"/>	Disadvantaged Business Enterprise Participation (DBE's)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Debarment and Suspension (>\$25,000) (Separate form – Signature Required)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Recycled Products
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Privacy Act

Signature: Date:

Printed Name: Title:

Email:

Company:

Office No.: Mobile No.:

Greater Dayton Regional Transit Authority
(Applicable if total procurement ≥ \$25,000)

**CERTIFICATION OF CONTRACTOR REGARDING DEBARMENT, SUSPENSION, AND
OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION**

The undersigned, an authorized official of the Bidder stated below, certifies, by submission of this quote, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(If the undersigned is unable to certify to any of the statements in this certification, such official shall attach an explanation to this quote).

THE UNDERSIGNED CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 2 CFR PART 1200 AND 2 CFR PART 180, 31 U.S.C. SECTIONS 3801 ET SEQ. ARE APPLICABLE THERETO.

Name of Bidder: _____
Address: _____
City, State, Zip: _____
Signature of
Authorized Official: _____
Printed Name: _____
Title of Official: _____
Telephone: _____ Date: _____

Greater Dayton Regional Transit Authority
(Applicable if total procurement \geq \$25,000)

**CERTIFICATION OF LOWER-TIER PARTICIPANTS (SUBCONTRACTORS) REGARDING
DEBARMENT, SUSPENSION, AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION**

**(THIS AFFIDAVIT TO BE COMPLETED BY THE SUCCESSFUL CONTRACTOR'S
SUB-CONTRACTORS AFTER NOTIFICATION OF AWARD HAS BEEN RECEIVED)**

The Lower Tier Participant [Subcontractor to the Primary Contractor(s)], _____, certifies by submission of this bid, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

If the above named Lower Tier Participant (Subcontractor) is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this certification.

The Lower-Tier Participant (Subcontractor), _____, certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31. U.S.C. Section 3801 et seq. is applicable thereto.

Signature and Title of Authorized Official

Date

**NOTICE TO BIDDER: THIS CERTIFICATION SHALL BE COMPLETED BY ALL
SUBCONTRACTORS WHICH WILL HAVE A FINANCIAL INTEREST IN THIS PROJECT WHICH
EXCEEDS \$25,000 OR SUBCONTRACTORS WHICH WILL HAVE A CRITICAL INFLUENCE ON
OR A SUBSTANTIVE CONTROL OVER THE PROJECT.**

Greater Dayton Regional Transit Authority

QUOTE FORM

SEE ATTACHMENT 1