

Request for Proposal (RFP)
Formal Bid Process for Shredding Services

The County of Gladwin, Board of Commissioners, invite formal bids for the Gladwin County "Shredding" project for the following areas of work:

- Perform on-site shredding services at 103 North Bowery Avenue Gladwin, Michigan 48624
- 700+ boxes of letter sized storage containers. Project will not exceed 1,000 boxes.
- Materials will be brought from a storage area within the building to a curbside location designated by the County.
- Shredding services must include certificate of destruction at the completion of the project.
- Company must carry liability coverage for any damages to facility, grounds or in the event of accident or death.
- Clean up of all debris created during the project.
- All work to be completed by April 30, 2021.

SUBMISSION OF FORMAL BIDS:

Bids will be received until 12:00 noon on March 18, 2021 at the office of the Gladwin County Administrator, **401 West Cedar Avenue, Gladwin, Michigan 48624**. To be accepted, all proposals are to be marked "Repose to Gladwin County Shredding Project". Proposals must be sent by US Mail, courier service such as Federal Express or United parcel Service, or hand delivered. No proposals will be accepted via fax transmission or by email regardless of the time of delivery. Three (3) copies of the formal bid should be sent or delivered to the Gladwin County Administration Office at the address listed above.

Bids must include the following information:

1. W-9 from the Vendor
2. Certificate of Liability Insurance
3. Price per box
4. Price points, or breaks in pricing, by quantity if available
5. Price per hour for additional services, if applicable. Additional services must be listed and clearly defined indicating a specific dollar amount by service item.

All questions regarding this project should be directed to Laura Brandon-Maveal, Gladwin County Interim Administrator. 989-426-4821

The County of Gladwin has the right to refuse or accept any bid upon review.