



**CITY OF VISALIA  
REQUEST FOR BID (“RFB”)**

**RFB NO. 22-23-60**

**ANNUAL CONTRACT FOR SHREDDING SERVICES**

**BIDS DUE NO LATER THAN 2:00 PM ON WEDNESDAY, AUGUST 23, 2023**

*The City of Visalia expressly reserves the right to modify, or withdraw from, the process initiated and described herein. No rights shall be vested in any party, individual or entity by virtue of its preparation to participate in, or its participation in, such process. The City expressly reserves the right to modify, for any reason, the schedule and any provision contained herein. The City reserves to itself the selection of winning respondent(s), if any, in the exercise of its sole discretion. No binding commitment shall arise on the part of the City to any respondent under this Request for Bid until and unless the parties sign documents of agreement that become effective in accordance with their terms. Responses to this RFB, however, shall be held firm by Respondent for at least ninety (90) days.*

**Advertisement Dates: July 27, 2023  
August 2, 2023**

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- B-3. Worker’s Compensation Insurance Certificate**
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**ATTACHMENT 1 - GENERAL CONTRACT PROVISIONS**

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## **I. DEFINITIONS**

For the purposes of RFB NO. 22-23-60, the following terms shall have the meanings indicated:

1. "City" means the City of Visalia
2. "City Council" means the Council of the City of Visalia
3. "Bidder", "Vendor", "Supplier", "Consultant", "Contractor" and "Subrecipient" are used interchangeably throughout this invitation to mean the person, firm, or corporation or other entity submitting a Bid in response to the Request for Bid.
4. "Bid" and "Proposal" are used interchangeably to mean an individual's or entity's offer in response to this Request for Bid.
5. "RFB" means Request for Bid No. 22-23-60.

## **II. INTRODUCTION**

The City of Visalia Purchasing Division is soliciting Bids for an annual contract to provide on-site document shredding services for various divisions and locations within the City of Visalia.

The initial contract shall be for a twelve (12) month period and shall, at the City's option and upon mutually agreeable terms, be renewable annually thereafter for four (4) consecutive one-year periods. Bids are being sought from contractors who have a proven record of experience in providing the services required by this Invitation to Bid.

The successful bidder shall be responsible for providing all services necessary to fulfill the requirements of this Invitation to Bid upon receipt of the City's Notice to Proceed.

Local Vendor Preference. In an effort to encourage local businesses to provide goods and services to the City, Council has enacted a local preference. The local preference will apply to any business that has a business address within Tulare County for a minimum of six months. A Post Office Box will not be accepted as a business address. The City reserves the right to request proof of Tulare County address.

The local preference for bids consists of a match preference in which a local vendor whose bid is within 5% of the apparent low bidder will be given three (3) business days, from date notified, to match or beat the low bid. If there is more than one local vendor that is within the 5% range, the offer goes to the local vendor that is closest to the low bid.

Executive Order N-6-22 – Russia Sanctions. On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. By submitting a bid or proposal, Contractor represents that it is not a target of Economic Sanctions. Should the State determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for rejection of the Contractor's bid/proposal any time prior to contract execution, or, if determined after contract execution, shall be grounds for termination by the State.

The City hereby affirmatively ensures that Minority Business Enterprises and Disadvantaged Business Enterprises (DBE) will be afforded full opportunity to submit proposals in response to this notice. Individuals and/or entities submitting bids/proposals to the City of Visalia will not be discriminated against on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, gender, gender identity or expression, age, sexual orientation, or military and veteran status in any consideration leading to the award of contract.

No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity leading to the award of a contract.

### III. INSTRUCTIONS

1. Fill out attached Bid Form (Exhibit "A") in ink or typewriting completely.
2. Cross out and initial mistakes in ink and place the correct response next to same.
3. Timely submit Bid in a sealed envelope addressed and marked as follows:  
**To:** City of Visalia Purchasing Division  
707 W. Acequia Avenue  
Visalia, California 93291  
**From:** Bidders Name & Mailing Address  
**Marked:** Annual Contract for Shredding Services  
RFB NO. 22-23-60
4. Submit each of the required Certifications, Affidavits, Statements and Questionnaires as well as optional waiver(s) to City with the sealed Bid. City will not consider Bids which are not accompanied by the required completed forms.
5. Inquiries: Instructions to Vendor, Specifications and Bid Forms may be inspected and obtained by visiting our web site at [visaliapurchasing.org](http://visaliapurchasing.org) or by calling (559) 713-4334, or by FAX (559) 713-4801. However, to prevent misinterpretations, the Purchasing Division would prefer that all questions be sent by email to [purchasing@visalia.city](mailto:purchasing@visalia.city).

*Questions regarding this RFB are due no later than Wednesday, August 16, 2023.*

**IV. SCOPE OF SERVICES/PROJECT**

**1. Scope of Work**

Contractor shall provide on-site shredding services for confidential documents from various divisions and locations within the City of Visalia organization. For security purposes, the shredding process must be the cross-cut or shear cut method. Strip shredding is not acceptable. Contractor will be responsible for providing all labor, tools and equipment to perform all requested shredding.

CURRENT ESTIMATED SCHREDDING SERVICE USAGE:

<b>Location</b>	<b>36 Gal (console)</b>	<b>64 Gal</b>	<b>96 Gal</b>	<b>174 Gal</b>	<b>Pick up Schedule</b>
Visalia Police Department 303 S. Johnson Street	3		1	1	Once a week
Visalia Police Department 707 W. Acequia	1				Once a week
City Hall East 315 E. Acequia Avenue		3			Once every two weeks
Visalia Police Department 4100 S. County Center	1		1		Once every two weeks
Visalia Police Department 204 NW 3 <sup>rd</sup> Ave.	1		1		Once every two weeks
Visalia Police Department 6627 W. Pershing	1				Once every two weeks
City Hall West 707 W. Acequia Avenue		1			Once Monthly
City Administration 220 N. Santa Fe		1			Once Monthly
Fire Department Admin 420 N. Burke		1			Once Monthly
City Transit Division 425 E. Oak Street, Ste. 301					On Call as needed
Visalia Convention Center 303 E. Acequia Avenue					On Call as needed

**2. Procedure and Certification**

All material will be shredded at the specified location immediately upon removal from the office. Upon completion of the shredding operation, a certificate must be furnished stating the number of containers, the weight of the material shredded and certification that the material was destroyed. The certificate must be signed by shredder personnel and by designated City of Visalia personnel and a copy will be attached to the invoice. If the City of Visalia personnel require a separate destruction certificate for specific material, it will be provided by the Contractor’s personnel.

**3. Material to be Shredded**

The material will consist of various City of Visalia records. The material will be in an “as is” condition. City of Visalia personnel will not sort or remove staples, paper clips, Acco fasteners or other binders, carbon paper, plastics, cardboard, report covers, overhead projector sheets, photographs, microfilm, CD’s, or other material contained in the files. The shredded material is to be removed from the City of Visalia premises and disposed of by the successful bidder according to the Vendor’s prudent business practices and standards established by the National Association of Information Destruction (NAID).

The material will be in containers furnished by the Contractor or in boxes supplied by the City of Visalia. The containers will weigh no more than eighty (80) lbs. The City of Visalia personnel at each office will direct the shredder personnel to pick-up

location(s) within the office. The number of locations within an office will vary according to the current collection system for confidential material. Shredder personnel will take the material to the mobile shredding unit for destruction. The containers will then be returned to the location from where they were picked up unless the City of Visalia personnel requests the empty boxes to be returned.

All receptacles used must have key access and at least one (1) key must be provided to the City of Visalia upon placement of receptacles. Each receptacle shall have wheels for ease of moving.

Shredding services provided to the Police Department locations include property and evidence destruction services for media, including hard drives, flash media, optical, audio, VHS, cell phones, and CD's.

**4. Scheduling and Notification**

Vendor is to pick up receptacles on a mutually agreed upon day for each location, between the hours of 8:00 a.m. and 5:00 p.m. Upon removal/emptying of the receptacle, vendor shall leave an empty receptacle in same location. The successful vendor may be required to provide additional pickups on an on-call, as needed basis. Additional pickups must be provided within a seventy-two (72) hour period of the verbal request. Failure to provide pickup services on the mutually agreed upon day or as requested may result in cancellation of this contract. If pickup day is on a holiday, successful vendor will pick up materials on the first business day following the holiday. (See attachment "D" for Holiday Schedule).

**5. Quantities**

Quantities to be picked up may vary depending on the size of the bins provided and the amount of materials generated. The City of Visalia currently anticipates the need for seventeen (17) receptacles of varying sizes for placement and service at City Hall West, City Hall East, City Administration, Visalia Fire Administration Office and various Police Departments throughout the City. The City of Visalia also anticipates the need for "on call" shredding service requests at the same locations and possibly other locations throughout the City. These "on call" services can vary in size from several small boxes to up to as many as 25 or more small boxes at various times. The City of Visalia reserves the right to increase or decrease the amount and size of receptacles necessary to fit the needs of the City of Visalia. By responding to this bid, you agree to furnish an amount above or below the estimates stated in this paragraph. No guarantee can be given that this amount will be reached, or that it will be exceeded.

**6. Certification & Identification**

The Vendor must be certified by the National Association of Information Destruction (NAID) and submit a copy of the certification with its bid\*. The NAID certification must remain active for the duration of the contract term. Vendor employees must be easily identified and have visible identification. In addition, awarded vendor must be bonded.

*\*If Vendor is unable to provide NAID certificate at time of bid he/she must show proof of pending certification and must provide certificate within 10 working days from Notice of Award.*

**V. PRE-BID AND CONTRACT MEETINGS**

A Non - Mandatory Pre-Bid Meeting. A non-mandatory pre-Bid meeting will be held on **Wednesday, August 9, 2023 at 10:00 a.m.** at 707 W. Acequia Avenue, Visalia, CA, in Council Chambers. Attendance at this meeting is not required to submit a Bid in response to this RFB but is encouraged as information regarding the project will be provided at that time. It shall be the responsibility of the Contractor to have acquired full knowledge of the job site, scope of work and any problems or difficulties that may affect the work proposed.

## **VI. BID OPENING AND CONFIDENTIALITY**

1. Bid Opening. Bids shall be opened publicly in the presence of attendees, if any, on **Wednesday, August 23, 2023 at 2:00 p.m.** at 707 W. Acequia, Visalia CA, City Hall. The name of each Bidder and the amount of each Bid shall be open to public inspection at the Bid opening and after an award decision has been made. Other Bid information will not be available for public review during the evaluation phase.
2. Bid Confidentiality. The City favors full and open disclosure of all Bid records. The City will not expend public funds defending claims for access to, inspection of, or to be provided copies of any such records. By submitting a Bid, a Bidder agrees to indemnify and defend the City against all claims or actions brought against it to seek access to, or compel disclosure of, any records or documents in the City's possession.

After the award, the City intends that its selection process will be open and public. Respondents are advised that the California Public Records Act ("PRA") provides that any person may inspect or be provided a copy of any identifiable public record or document that is not exempted from disclosure by the express provisions of the Act. The Federal Freedom of Information Act ("FOIA") contains a similar provision. Each Bidder shall clearly identify any information within its Bid that it intends to ask the City to withhold as exempt under either the PRA or FOIA. Any information contained in a Bidder's submission which the Bidder believe qualifies for exemption from public disclosure as "Proprietary" or "Confidential" must be identified as such at the time of first submission of Bidder's Bid to this RFB. Any failure to identify information contained in a Bidder's Bid to this RFB as "Proprietary" or "Confidential" shall constitute a waiver of Bidder's right to object to the release of such information upon request under either Act.

## **VII. AWARD**

1. Most Responsive, Responsible Bidder. A Contract (substantially similar to that attached hereto as Exhibit "C" with Attachments 1-2) shall be awarded with reasonable promptness by appropriate written notice. Award shall be made to the most responsive, responsible Bidder whose Bid meets the requirements and criteria set forth in this RFB, price and other factors considered, and whose Bid is determined to result in the optimum economic advantage to the City. A responsible Bidder is one who has the capability, financial capacity and integrity to perform the contract. A responsive Bidder is one who commits to all of the material terms, for example, price, quantity, quality and delivery, of this RFB. Contractor must return a signed copy of the contract provided by the City with its Award Notice to City within ten (10) working days of receipt thereof.
2. Reservation of Rights. The City reserves the right to reject any item or items in the Bid; to waive informalities, technical defects, and minor irregularities in Bids received; and to select the Bid(s) deemed most advantageous to the City.

## **VIII. PROTESTS/APPEALS**

Because it is essential that Bidders have confidence in the procurement procedures for soliciting and awarding contracts, it is the policy of the City to offer Bidders the opportunity to appeal award of contracts. The following procedures shall apply in regard to appeals:

1. Any actual Bidder who is aggrieved in connection with this RFB or award of a contract hereunder may protest to the City of Visalia Purchasing Division in writing within five

- (5) working days after such aggrieved Bidder knows, should have reasonably known, or could reasonably be expected to know of the facts giving rise thereto; and
2. Should identify only the areas regarding bid contradictions, procurement errors, quotation rating discrepancies, legality of procurement context, conflict of interest in the rating process and inappropriate or unfair competitive procurement grievance regarding the Bid process.
  3. The City's Purchasing Division shall have the authority to settle and resolve each protest. The resolution will be provided to Bidder in writing within five (5) working days of receipt of the appeal unless the Bidder is notified more time is required.
  4. Further levels of appeal may be made in accordance with the appeals provision contained in Chapter 5 of the City's "Purchasing and Contract Procedures" which is available through City's Purchasing Division.

## **IX. SPECIAL CONDITIONS**

### 1. Project Administrative Issues

- a. Complete Project. The successful Bidder shall be responsible for providing all materials, labor, equipment and services necessary to fulfill the requirements of this RFB.
- b. Quantities/Change Orders. The City reserves and shall have the right to make such changes to the work as may be necessary and desirable to complete the work originally intended in an acceptable manner. Unless otherwise specified herein, the Project Manager shall be and is hereby authorized to make such changes, in the work as may increase or decrease the originally awarded contract quantities and/or total contract cost. The Contract Price or the amount due the Contractor will only be reduced/increased after the price change is reviewed and authorized by the Project Manager.
- c. Extra Work. Contractor is prohibited from doing extra work, unless authorized in writing by Project Manager before the work is done. The Project Manager should obtain authorization from the Change Order Committee before agreeing to extra work requested by the Contractor. In the instances where it is necessary for the work to be done immediately, the Project Manager may authorize the work prior to taking the additions to the Change Order Committee. Payment for approved Extra Work shall be as agreed to in writing by the Project Manager prior to the Extra Work being completed or the Change Order Committee shall approve an increase in a Change Order issued after the Extra Work is completed. No additional payment is due for unauthorized Extra Work.

If the Project Manager authorizes Extra Work but the payment for the Extra Work has not been agreed to in writing prior to the work being completed, then Contractor shall submit to the Project Manager the documentation required for a Change Order within forty-five (45) days of completing the Extra Work. The Project Manager will submit a Change Order request for review and approval by the Change Order Committee. If the Contractor does not submit any documentation within that time period the Project Manager may move forward with issuing a Change Order to adjust the contract price.

### 2. City-Contractor Relations

- a. Project Manager's Responsibility and Authority. City will designate a Project Manager. All work shall be done under the general supervision of such Project

Manager or his or her designee(s). The Project Manager shall decide issues of quality and acceptability of materials, work performance, rate of progress of work, interpretation of drawings and specifications, and all questions related to fulfillment of the contract for the project. Project Manager shall not have control over acts or omissions of the Contractor, their agents, or employees.

- b. Contractor/Contractor's Superintendent. Contractor shall bear all responsibility for, and have all control over, the means, methods, techniques, sequences, procedures and safety precautions or programs related to the project. Contractor may designate a superintendent.

3. Legal Responsibilities. It is the responsibility of Contractor to comply with all local, state, and federal laws and regulations which apply to this project. This includes, but is not limited to, compliance with Uniform Building and Fire Codes. Contractor shall provide a safe working environment in compliance with the Occupational Safety and Health Act, and California Health and Safety Codes. Additionally, Contractor shall secure all necessary permits, licenses, if applicable, and similar requirements to carry out the project. Contractor shall comply with all applicable labor laws, and ensure against discrimination.

## **X. GENERAL CONDITIONS**

1. It is the policy of the City to provide equal opportunity to all candidates when selecting Bidders to provide public services. Bidders are expected to be equal opportunity employers.

The City hereby affirmatively ensures that Minority Business Enterprises and Disadvantaged Business Enterprises (DBE) will be afforded full opportunity to submit bids in response to this notice. Individuals and/or entities submitting bids to the City of Visalia will not be discriminated against on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, gender, gender identity or expression, age, sexual orientation, or military and veteran status in any consideration leading to the award of contract.

No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives or benefits from Federal financial assistance.

Bidder shall provide to the City a list of all instances within the last ten (10) years where a complaint was filed or pending against Bidder in a legal or administrative proceeding alleging that Bidder discriminated against its employees, subcontractors, vendors or suppliers. A description of the status or resolution of that complaint, including any remedial action taken is required.

2. Post-Closing Date Corrections are prohibited.
3. Bids will not be accepted unless signed in ink (not typed) in the appropriate space(s) by an authorized officer or employee of the Bidder.
4. Bids must be submitted on or before the Closing Date. Any Bids received after the Closing Date shall be returned, unopened, to the Bidder, provided the request number, opening date, and Bidder's return address are on the envelope.
5. Bids may be withdrawn prior to the Bid Closing Date by writing to the Purchasing Division.
6. Telegraphic, telephonic, electronic and facsimile Bids and withdrawal requests will not be accepted.

7. Prices submitted are considered accurate for a period of ninety (90) days and cannot be withdrawn after the Closing Date.
8. All Bids are the property of the City after submission.
9. City is not responsible for Bid errors and omissions.
10. Bids should be prepared in a straightforward, concise manner. Information provided which was not specifically requested will be considered only in City's discretion.
11. A written amendment or addenda issued by City's Purchasing Division is the only method which should be relied on with respect to changes to the RFB. Respondent is responsible to contact City's Purchasing Division prior to submitting a Bid to determine if any amendments were made to the RFB.
12. Any contract resulting from the RFB will be jointly administered by the City's Purchasing Division.
13. Prior to conducting business in the City, a business tax certificate (license) must be obtained. Please contact the Business Tax Division at (559) 713-4326 for more information.
14. Bidder shall provide insurance as required by law and as indicated in the proposed contract.
15. Bidder shall maintain all personnel files and payroll records for employees used to implement the proposed contract.
16. Bidder shall withhold, pay and report all taxes and issue W-2 forms at the end of each calendar year for employees used to implement the proposed contract.
17. Pursuant to the City's Charter, all other things being equal, tie Bids shall be awarded to a local merchant to the extent quality and prices are equal. If neither is a local vendor, the Bid shall be awarded by the flip of a coin by the Purchasing Division in the presence of at least one witness.
18. The City may make such investigation of the Bidder and information in the Bid as it determines necessary. This may include the collection of criminal history information, contractual and business associations and practices, employment histories and reputation.
19. All California agencies may purchase off the Bid submitted at the same prices, terms, conditions and specifications. The City of Visalia shall incur no responsibility in connection with another agency's purchase.
20. Each Bidder, will be required to submit Certifications, Affidavits, Assurances, Statements and Questionnaires which are attached in Exhibit "B".
21. The quantities given on the Bid Form and any related contract documents are approximate only. They are given as a basis for comparison of Bids. The City of Visalia does not, expressly or impliedly agree that the actual amount of work will correspond therewith, but reserves the right to increase or decrease the amount of any class or portion of work, or to omit portion of the work, as the City deems necessary or advisable, at the prices Bid.
22. Bidders shall satisfy themselves by personal examination of the work site, specifications, plans, and other contract documents and by any other means as they believe necessary, as to the actual physical conditions, requirements, and difficulties under which the project must be performed. The submission of a Bid shall be

conclusive evidence that the Bidder has investigated, and is satisfied as to the conditions encountered, as to the character, quality, and quantities of work to be performed, and the materials to be furnished, and as to the requirements of the RFB and the City. No allowance shall subsequently be made because of lack of such examination or knowledge.

23. All Bidders are required to make a Bid on the complete Bid Form (Exhibit "A"). Contractor may be required to submit Bids on alternate items. The City reserves the right to award to the contract based on the lowest combination or combinations of Bid items and alternate proposed items.
24. No mention shall be made in the Bid of sales tax, use tax or any other tax, as all amounts Bid will be deemed and held to include any such taxes, which may be applicable.
25. Only one Bid may be submitted as a "Prime Contractor" for the same work by any firm, individual, partnership, corporation or combination thereof. A Contractor submitting a Bid as a Prime Contractor may not also submit sub-Bids to other competing Prime Contractors. Reasonable grounds for believing that any individual, firm, partnership, corporation or combination thereof is interested in more than one Bid for the work contemplated will cause the rejection of all Bids in which such individual, firm, partnership, corporation or combination thereof is interested. A Contractor who is not submitting a Bid as a Prime Contractor may submit any number of sub-Bids to competing Prime Contractors.
26. The City of Visalia is not liable for any costs incurred by Bidder in responding to this Request for Bid.
27. The annual contract resulting from this invitation to bid will be administered by the Purchasing Department who shall be the final judge concerning issues or matters related to contract interpretation or problems regarding the terms, conditions or scope of the contract.
28. The initial contract term shall be for a twelve (12) month period and shall, at the City's option and with the consent of the CONTRACTOR, be extended annually thereafter for four (4) consecutive one-year periods. Contract shall be begin no later than 15 days from the receipt of annual contract.
29. All prices quoted in response to this Invitation to Bid shall be firm and fixed for twelve (12) months from the annual anniversary date of the agreement. In order to protect the interests of the City and to give the vendor a reasonable basis for bidding, a price adjustment feature is hereby incorporated into the specifications. Prices bid by vendor may be adjusted annually at time of contract renewal and upon mutual agreement of the parties to the contract to allow for price increases or decreases for labor and benefit rates, supplies and materials.

It will be the responsibility of the contractor to request a price adjustment and to provide all documentation necessary. The request for price adjustment must be submitted to the Project Manager in writing a minimum of thirty (30) but no sooner than ninety (90) calendar days prior to the annual anniversary date of the agreement. Requests filed after this time period will not be considered.

The unit prices for the ensuing contracts shall be based on the movement of the unadjusted figures of the U.S. Bureau of Labor Statistics, Consumer Price Index (CPI) for all Urban Consumers (CPI-U, U.S. City Average, All Items). The contract unit prices may be changed in an amount equal to the percentage of movement for the most recent twelve-month period. In no instance shall the price increase exceed 5%. The contract unit price changes as a result of this formula shall be binding on the contractor for the subsequent contract year. The adjustment of the unit bid price shall not be retroactive and shall apply only to changes incurred after approval.

30. This contract may be terminated without cause by the City, in whole or in part, by giving the Contractor fifteen (15) days written notice of the intent to terminate whenever the City determines that termination is in the best interest of the City. In the event of termination or expiration of this Agreement, CONTRACTOR shall transfer to CITY any funds and/or accounts receivable on hand attributable to the use of CITY funds. Contractor shall be entitled only to payment for work performed to date, less any costs paid by the City to bring areas contractor was terminated from back up to standards deemed acceptable by the Project Manager.
31. If the Contractor fails to provide services or perform satisfactorily the work required by the terms and conditions of the contract, or materially breaches any of its obligations under this agreement the City may terminate the contract, in whole or in part by written notice. Termination shall take effect ten (10) calendar days after the date of mailing said termination notice.

Any assignment, subletting or transfer of the interest of the contractor, either in whole or in part, without the written consent of the City shall be cause for the City to immediately terminate the agreement for default.

Notwithstanding any other provisions of this agreement, this agreement may be terminated by the City upon a single violation of this agreement.

## **XI. POST AWARD RESPONSIBILITIES**

1. Written Contract with City. A written agreement in a form similar to that attached to this Request for Bid as Exhibit "C" with Attachments 1-2 must be entered into between the City and the Contractor to whom the project is awarded. The Agreement forms the basis for the contractual obligation between the parties regarding the project. A contract will be provided with the Notice of Award and must be executed and returned to City within ten (10) working days of the date of award notification unless otherwise agreed.
2. Post-Award Responsibilities. Upon execution of the Agreement between the City and the Contractor, the Contractor shall immediately report all changes in its Articles of Incorporation, By-Laws, or Tax-Exempt status to the City.
3. Insurance. Contractor shall obtain and maintain the minimum insurance coverage outlined Exhibit "C", Attachment 2. Contractor shall provide evidence of such insurance to City's Purchasing Division prior to commencement of work.

Upon determination by the City that a contract has been entered and Contractor has provided all of the information that it is required to provide pursuant to this RFB, City will issue, in writing, a notice to proceed on the project to Contractor.



**ADDENDUM NO. 01**

**Issued:** Thursday, August 17, 2023  
**Project:** Annual Contract for Shredding Services  
**Project No.:** RFB 22-23-60  
**Bids Due:** Wednesday, August 23, 2023 @ 2:00 p.m.

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Addendum No. 01 is being issued to answer questions received pertaining to the bid documents. This addendum becomes part of the Contract Documents for the above project and must be signed and submitted with Bid.

**ITEM 1: QUESTIONS/RESPONSES**

- Q1. Will all 5 Police locations require property and evidence destruction?  
R1. 303 S. Johnson will be the only location requiring these services.
- Q2. Regarding holiday pickups, would it be acceptable to pick up the day before the holiday?  
R2. In most instances it would be acceptable, but please check with your location representative to verify.
- Q3. Regarding the 174-gallon bin, is this used for media, or for paper shredding? Would you accept (2) 96-gallon bins to replace the 174-gallon bin?  
R3. Two 96-gallon bins will be acceptable.
- Q4. Do references need to be local?  
R4. References should represent organizations similar in size and location(s) serviced to the City of Visalia. Services listed in the scope of this RFB should also be similar.
- Q5. When would this contract start?  
R5. The contract could potentially begin on November 1, 2023.
- Q6. Are all containers on the ground floor?  
R6. All containers should be on the ground floor.
- Q7. Are there any color restrictions for vendor employee clothing?  
R7. The only requirement the City requests is that your employees can be easily identified either by uniform or by identification badge.
- Q8. Does a certificate need to be attached to the invoice in addition to receipt of on-site certification?  
R8. Yes, a certificate is required after on-site shredding, and a copy to be attached with the payment invoice.
- Q9. Will consolidated billing be accepted for all locations?  
R9. This is acceptable.
- Q10. Regarding pickups within 72 hours of a request, is this a hard and fast requirement or will the timeframe be used just to schedule the pickup?  
R10. As long as the pickup is scheduled within 72 hours, it will be acceptable.

**ITEM 2:            ADDITIONAL INFORMATION**

All prices bid must include labor, equipment, fuel surcharges, taxes, fees, and any other costs related to performing the services requested.

**BIDDER ACKNOWLEDGMENT OF ADDENDUM NO. 1**

/s/ Purchasing Division  
(559) 713-4334

Bidder to sign and submit with Bid.

Firm: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_  
          Signature

**EXHIBIT "D"**

**City of Visalia**  
**Holiday Schedule**

New Year's Day	January 1
Martin Luther King, Jr. Day	3 <sup>rd</sup> Monday in January
President's Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 <sup>th</sup>
Labor Day	1 <sup>st</sup> Monday in September
Veterans' Day	November 11
Thanksgiving Day	Designated Thursday in November
The Friday after Thanksgiving	
Christmas Day	December 25

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