

**EXHIBIT "A"**  
**BID FORM**  
**RFB NO. 22-23-60**  
**Project: ANNUAL CONTRACT FOR SHREDDING SERVICES**

TO: THE CITY OF VISALIA PURCHASING DIVISION:

In compliance with the City's Notice Inviting Sealed Bids No. 22-23-60 dated: 8/11/23, the undersigned BIDDER hereby proposes to furnish all materials, equipment, tools, labor appurtenances and incidentals required for the above stated project as set forth in the RFB, including all Exhibits and related contract documents therefore, and to perform all work in the manner and time prescribed therein.

BIDDER declares that this Bid is based upon careful examination of the Instructions to BIDDERS and the contract requirements. If this Bid is accepted for award, BIDDER agrees to enter into a contract with CITY at the unit and/or lump sum prices set forth in the following Bid Schedule.

BIDDER understands that a bid is required for the entire work and that final compensation under the contract will be based upon the actual quantities of work satisfactorily completed. It is agreed that all prices bid include all appurtenant expenses, taxes, royalties and fees. All bids will be checked for accuracy. In the case of discrepancies in amounts bid, unit prices shall govern over extended amounts.

BIDDER hereby agrees to execute a contract within ten (10) working days, or such further time as may be allowed in writing by the Purchasing Division, after receiving notification of the acceptance of this Bid, and it is hereby mutually understood and agreed that in case the BIDDER does not, said Purchasing Division may proceed to award the contract to others.

BIDDER further declares that he/she has not either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with said bid.

Bid Award shall be based on the lowest Total Annual Cost. The quantities given on the Bid Form and any related contract documents are estimates 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, and 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.

BIDDER has read and hereby agrees to the conditions stated in this Bid by affixing his/her signature on the Bid Form.

For the purposes of bidding, the City of Visalia is requesting Bid amounts for the container sizes described below. The actual container sizes ordered by the City of Visalia would depend on the awarded vendor's selection.

Item	Location	Pick up Schedule	Bin Size	Price per service (per bin)	# of Bins	Services per year	Annual Cost (Includes all labor & equipment)
1	City Hall West 707 W. Acequia Ave.	Once Monthly and on call as needed	50-70 Gal	\$ <u>30.80</u>	1	12	\$ <u>369.60</u> ✓
2	City Administration 220 N. Santa Fe St.	Once Monthly and on call as needed	50-70 Gal	\$ <u>30.80</u>	1	12	<u>369.60</u> ✓
3	Fire Department Administration 420 N. Burke	Once Monthly and on call as needed	50-70 Gal	\$ <u>30.80</u>	1	12	\$ <u>369.60</u> ✓
4	Visalia Police Department 303 S. Johnson St.	Once per week	30-40 Gal	\$ <u>17.50</u>	3	52	\$ <u>2,730.00</u> ✓
		Once per week	75-100 Gal	\$ <u>35.00</u>	1	52	\$ <u>1,820.00</u> ✓
		Once per week	150-175 Gal	\$ <u>42.00</u>	1	52	\$ <u>2,184.00</u> ✓
5	Visalia Police Department 707 W. Acequia Ave.	Once per week	30-40 Gal	\$ <u>17.50</u>	1	52	\$ <u>910.00</u> ✓
6	Visalia Police Department 4100 S. County Center	Once per week	30-40 Gal	\$ <u>17.50</u>	1	52	\$ <u>910.00</u> ✓
		Once per week	75-100 Gal	\$ <u>35.00</u>	1	52	\$ <u>1,820.00</u> ✓
7	City Hall East 315 E. Acequia Ave.	Once every two weeks and on call as needed	50-70 Gal	\$ <u>30.80</u>	3	26	\$ <u>2,402.40</u> ✓
8	Visalia Police Department 204 NW 3 <sup>rd</sup> Ave.	Once every two weeks	30-40 Gal	\$ <u>17.50</u>	1	26	\$ <u>455.00</u> ✓
		Once every two weeks	75-100 Gal	\$ <u>35.00</u>	1	26	\$ <u>910.00</u> ✓
9	Visalia Police Department 6627 W. Pershing	Once every two weeks	30-40 Gal	\$ <u>17.50</u>	1	26	\$ <u>455.00</u> ✓
<b>TOTAL ANNUAL COST</b> (Items 1-9)							\$ <u>15,705.20</u> ✓

\*The City of Visalia may require occasional shredding services on an "as needed" basis (e.g. during records destruction process). Bidder is to furnish pricing for the following alternate bid items. This pricing is for information only and will not be considered as part of your Total Bid Amount.

<b>Alternate Bid Items:</b>	
On-call pick-ups	
Extra Box	\$ <u>7.00</u> per <u>cube</u>
Trip Charge	\$ <u>100.00</u> per trip

\*Bidder to specify price and unit of measurement

(1) Pacific Storage Company  
Bidding Firm

(2) Corporation  
Corporation, Partner, Joint Venture

(3) 3439 Brookside # 206 Stockton CA 95219  
Business Address City State Zip Code

559-473-2049  
Telephone Number Fax Number

dwoodruff@pacific-records.com  
E-mail Address

(4) [Signature] 8/21/23  
Signature of Authorized Person (Date)

Ellen Clark  
Type or Print Authorized Person's Name

*PLEASE SEE THE FOLLOWING INSTRUCTIONS REGARDING SIGNATURE*

- (1) If the BIDDER is an individual, enter name here in style used in business; if a joint venture, exact name of entities joining in the venture; if a partnership, the correct trade style of the partnership; if a corporation, the exact name of the corporation.
- (2) If BIDDER is other than an individual, identify here its character, i.e., joint venture, partnership, corporation, including the state of incorporation. If BIDDER is an individual operating under a trade name, state "an individual dba (trade name in full)".
- (3) State on this line, the address to which all communications and notices regarding the Bid Proposal, and any contract awarded thereunder, are to be addressed.
- (4) If BIDDER is a joint venture, signature must be by one of the joint venturers, and if one or both of the joint venturers is a partnership or a corporation, each participating partnership must sign by a general partner, and each corporation by an authorized officer or employee; if a partnership, by a general partner; if a corporation, by an authorized officer or employee. The title of the person signing must appear after his/her signature. Where BIDDER is a partnership or corporation, the names of all other general partners, or the president or secretary of the corporation and their business addresses must be shown below.

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Note: All names must be typewritten under written signature. All Addresses must be complete with street number, city, state and zip code.

**CONTRACTOR'S PERMIT INFORMATION (if applicable)**

License Number: \_\_\_\_\_  
 License Classification: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_

**CITY OF VISALIA BUSINESS TAX CERTIFICATE NUMBER:**BLO52843

A City Business Tax Certificate (license) is not required to submit a bid for this contract; however, vendor is required to obtain a certificate prior to commencement of work. Please contact the Business Tax Division with questions or to obtain an application at (559) 713-4326 or [businessstax@visalia.city](mailto:businessstax@visalia.city).

**Federal Tax I.D. No.:**940745450**REFERENCES**

The following are the names, addresses, and telephone numbers for at least three (3) public agencies for which BIDDER has performed work similar in size and scope within the past two (2) years.

Company Name	Address	Tel. No.	Contact
1. Merced County	2222 M St Merced, CA 95340	209-726-2722	Nathina Jordan
2. Fresno County	333 W Pontreac Way Clovis, CA 93612	559-600-7110	Chan Louh
3. City of Fresno	2600 Fresno St Fresno, CA 93721	559-621-8370	Soorie Djaffer

**DESIGNATION OF SURETIES**

The following are the names, addresses, and telephone numbers for all brokers and sureties from whom BIDDER intends to procure insurance.

Company Name	Address	Tel. No.	Type
Dohmann	3415 Brookside Rd Ste 100 Stockton, CA 95219	209-636-0592	

**EXHIBIT "B-1"**

**EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE CERTIFICATE**  
**(EXECUTIVE ORDER 11246)**

(To Accompany Bid Form)

Equal Opportunity Clause

Unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Executive Orders 10925, 11114 or Section 204 of Executive Order 11246 of September 24, 1965, during the performance of each contract with the City of Visalia, the BIDDER agrees as follows:

1. The BIDDER will not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin or political affiliation. The BIDDER will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, gender, national origin or political affiliation. Such action shall include, but not be limited to, the following: employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The BIDDER agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
2. The BIDDER will, in all solicitations or advertisements for employees, placed by or on behalf of the BIDDER, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin or political affiliation.
3. The BIDDER will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or the workers' representative of the BIDDER's commitments under Section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice on conspicuous places available to employees and applicants for employment.
4. The BIDDER will comply with all provisions of Executive Order 11246 of September 24, 1965, and the rules, regulations and relevancy orders of the Secretary of Labor.
5. The BIDDER will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations and relevant orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
6. In the event of the BIDDER's non-compliance with the non-discrimination clauses of this subcontract or with any of such rules, regulations or orders, this subcontract may be canceled, terminated or suspended, in whole, or in part and the BIDDER may be declared ineligible for further government contracts in accordance with the procedures authorized in accordance with Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation or order of the Secretary of Labor, or otherwise provided by law.
7. The BIDDER will include the provisions of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each SUBBIDDER or vendor. The BIDDER will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for non-compliance. Provided, however, that in the event the BIDDER becomes involved in, or is threatened with

litigation with a SUBBIDDER or vendor as a result of such direction by the contracting agency, the BIDDER may request the United States to enter into such litigation to protect the interest of the United States.

Company: Pacific Storage Co

Business Address: 3439 Brookside #206 Stockton CA 95219

Signature: 

Name of Signing Official: Ellen Chan

Title of Signing Official: VP Finance & Administration

Date: 8/21/23

Company Seal:

EXHIBIT "B-2"

NON-COLLUSION AFFIDAVIT

(To Accompany Bid Form)

STATE OF CALIFORNIA )
CITY OF VISALIA ) ss

Pacific Storage Co Ellen Clare, being first duly sworn, deposes and says that he or she is V.P. Finance of the party making the foregoing Bid; that the Bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Bid is genuine and not collusive or sham; that the BIDDER has not directly or indirectly induced or solicited any other BIDDER to put in a false or sham Bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any BIDDER or anyone else to put in a sham Bid, or that anyone shall refrain from Bidding; that the BIDDER has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Bid price of the BIDDER or any other BIDDER, or to fix any overhead, profit, or cost element of the Bid price, or of that of any other BIDDER, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the Bid are true; and, further, that the BIDDER has not, directly or indirectly, submitted his or her Bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham Bid.

Company: Pacific Storage Co
Business Address: 3439 Brookside #206 Stockton CA 95219
Signature: [Signature]
Name of Signing Official: Ellen Clare
Title of Signing Official: VP Finance & Administration
Date: 8/21/23

Company Seal:

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of San Joaquin

On this 21st day of August 2023 before me, Alexandria Shackelford, a Notary Public, personally appeared Ellen Clare, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct

WITNESS my hand and official seal.

Signature Alexandria Shackelford (Seal)

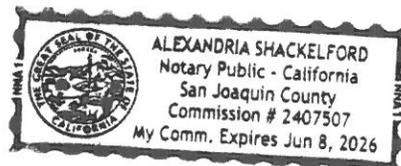


EXHIBIT "B-3"

**WORKERS' COMPENSATION INSURANCE CERTIFICATE**  
**(CALIF. LABOR CODE § 3700)**

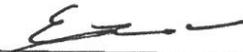
(To Accompany Bid Form)

STATE OF CALIFORNIA     )  
  ) ss  
CITY OF VISALIA         )

I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work under this contract.

Company: Pacific Storage Co

Business Address: 3439 Brookside #206 Stockton CA 95219

Signature: 

Name of Signing Official: Ellen Clare

Title of Signing Official: VP Finance & Administration

Date: 8/2/23

Company Seal:

EXHIBIT "B-4"

AMERICANS WITH DISABILITIES ACT COMPLIANCE CERTIFICATE

(To Accompany Bid Form)

By submission of a bid, the BIDDER certifies it will comply with the Americans with Disabilities Act, 42 U.S.C., 12101 et. seq., and will maintain compliance throughout the life of this Contract. By commencing performance of the Contract work, the selected BIDDER certifies to the Americans with Disabilities Act compliance.

Company:

Pacific Storage Co

Business Address:

3439 Brookside #206 Stockton CA 95219

Signature:



Name of Signing Official:

Ellen Clare

Title of Signing Official:

VP Finance & Administration

Date:

8/21/23

Company Seal:

EXHIBIT "B-5"



CITY OF VISALIA  
Ownership Disclosure for Contractors and Consultants  
(To Accompany Bid Form)

**NAMES OF PRINCIPALS, PARTNERS, AND OR TRUSTEES:**

Firm Name: Pacific Storage Co.

Firm Address: 3439 Brookside #206 Stockton CA 95219

List the names of all principals, partners, and/or trustees. For corporations provide names of officers, directors and all stockholders owning more than 10% equity interest in corporation:

Robert W. Foy Bypass Trust  
Wendy Johnson  
Elizabeth Penn  
Katherine Walther  
Gregory Tudor

Officers  
Gregory Tudor President / CEO  
Richard Steed VP  
Ellen Clare VP

Submitted by: Name Ellen Clare  
Date 8/21/23

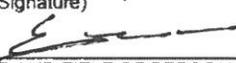
**EXHIBIT "B-6"**

(To Accompany Bid Form)

STATE OF CALIFORNIA  
**DRUG-FREE WORKPLACE CERTIFICATION**  
STD.21 (REV.12-93)

**CERTIFICATION**

*I, the official named below, hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the certification described below. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of California.*

CONTRACTOR/BIDDER FIRM NAME <i>Pacific Storage Co.</i>	FEDERAL ID NUMBER <i>94-0745450</i>
BY (Authorized Signature) 	DATE EXECUTED <i>8/21/23</i>
PRINTED NAME AND TITLE OF PERSON SIGNING <i>Ellen Clare</i>	TELEPHONE NUMBER (Include Area Code) <i>(209) 649-0900</i>
TITLE <i>VP Finance &amp; Administration</i>	
CONTRACTOR/BIDDER FIRM'S MAILING ADDRESS <i>P.O. Box 334 Stockton CA 95201</i>	

The contractor or grant recipient named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named contractor or grant recipient will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
  - (a) The dangers of drug abuse in the workplace,
  - (b) The person's or organization's policy of maintaining a drug-free workplace,
  - (c) Any available counseling, rehabilitation and employee assistance programs, and
  - (d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355(c), that every employee who works on the proposed contract or grant:
  - (a) Will receive a copy of the company's drug-free workplace policy statement, and
  - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.
4. At the election of the contractor or grantee, from and after the "Date Executed" and until \_\_\_\_\_ (NOT TO EXCEED 36 MONTHS), the state will regard this certificate as valid for all contracts or grants entered into between the contractor or grantee and this state agency without requiring the contractor or grantee to provide a new and individual certificate for each contract or grant. If the contractor or grantee elects to fill in the blank date, then the terms and conditions of this certificate shall have the same force, meaning effect and enforceability as if a certificate were separately, specifically, and individually provided for each contract or grant between the contractor or grantee and this state agency.

EXHIBIT "B-7"

**IRAN CONTRACTING ACT CERTIFICATION**

(Public Contract Code Section 2200 et seq.)

(To Accompany Bid Form)

As required by California Public Contract Code Section 2204, the Contractor certifies subject to penalty for perjury that the option checked below relating to the Contractor's status in regard to the Iran Contracting Act of 2010 (Public Contract Code Section 2200 et seq.) is true and correct:

Please choose one option below:

- The Contractor is not:
- (1) Identified on the current list of persons and entities engaged in investment activities in Iran prepared by the California Department of General Services in accordance with subdivision (b) of Public Contract Code Section 2203; or
  - (2) A financial institution that extends, for 45 days or more, credit in the amount of \$20,000,000 or more to any other person or entity identified on the current list of persons and entities engaging in investment activities in Iran prepared by the California Department of General Services in accordance with subdivision (b) of Public Contract Code Section 2203, if that person or entity uses or will use the credit to provide goods or services in the energy sector in Iran.
- The City has exempted the Contractor from the requirements of the Iran Contracting Act of 2010 after making a public finding that, absent the exemption, the City will be unable to obtain the goods and/or services to be provided pursuant to the Contract.
- The amount of the Contract payable to the Contractor for the Project does not exceed \$1,000,000 over the life of the contract (up to 5 years).

Signature:  Printed Name: Ellen Clare  
Title: VP Finance & Administration Agency Name: \_\_\_\_\_  
Date: 8/21/23

Note: In accordance with Public Contract Code Section 2205, false certification of this form shall be reported to the California Attorney General and may result in civil penalties equal to the greater of \$250,000 or twice the Contract amount, termination of the Contract and/or eligibility to bid on contracts for three years.

# Pacific Shredding

is Hereby Granted **NAID AAA Certification**<sup>®</sup>  
by **i-SIGMA**<sup>®</sup>



*i-SIGMA is the non-profit trade association recognized globally as the secure data destruction and records and information management industry's standards setting and oversight body.*

*The certificate holder has met the rigorous requirements of the NAID AAA Certification program and demonstrated through announced and unannounced audits that its security processes, procedures, systems, equipment, and training meet the standards of care required by all known data protection regulations.\**

*As a result, NAID AAA Certification also serves to meet all data controller vendor selection due diligence regulatory requirements.*

*Valid Through: 31 August 2024*

*The certificate holder is NAID AAA Certified for the following services and media types:*

- Mobile and Facility-based Operations Endorsements for Paper/Printed Media, Micro Media, Non-Paper Media, Physical Hard Drive, Solid-State Device & Product Destruction

*Applicable to the following location(s):*

- 4315 W Santa Ana Ave, Fresno, CA 93722-3910 USA

A handwritten signature in black ink, appearing to read 'Nathan Campbell'.

*Nathan Campbell*  
*i-SIGMA Chief Executive Officer*

\*NAID AAA Certification specifications are regularly evaluated/amended as necessary and service provider compliance is verified to ensure ongoing conformance with all known data protection regulations including The Privacy Act (Australia), GDPR (Europe), HIPAA, GLBA, FACTA, State-level requirements (USA), and PIPEDA, PIPA, PHIPA (Canada) in their relevant jurisdiction(s), as well as with related risk assessment, incident reporting and data breach reporting procedures and training as required therein or separately.



**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.

