

REQUEST FOR PROPOSAL
Submit Bid To
UNIVERSITY OF KANSAS MEDICAL CENTER
DEPARTMENT OF PURCHASING
Mail Stop 2034
3901 Rainbow Blvd., Kansas City, KS 66160

If additional information is desired, contact **Hayley Unke-Moore** at hunkemoore@kumc.edu or 913 588 1117

Quotation No. RQ-00080

Date Mailed 03/04/24

Closing 2:00 pm Central 04/01/24

Items and Specifications:

KUMC seeks to procure bids for Secure Shredding Services to fulfill the requirements as outlined in the included specifications.

KUMC reserves the right to negotiate with selected finalists should it be deemed necessary.

Pre-bid Conference - An **optional** pre-bid conference will be held as an online audio-only (no cameras) meeting on Tuesday, March 19, 2024 at 2:00pm Central time.

All interested bidders must contact Hayley Unke-Moore at hunkemoore@kumc.edu no later than 12:00noon on Monday, March 18, 2024 to request pre-bid call-in details.

Attendance is **optional** at the pre-bid conference. Impromptu questions may be permitted, and spontaneous unofficial answers provided. However, bidders should understand that the only official answer or position of KUMC will be presented in writing.

Attachments:

- KUMC RFQ Guidelines.pdf
- RQ-00080 Cost worksheet.xlsx

All suppliers must submit the following documents as part of their bid.

1. A signed copy of page 3 of the KUMC RFQ guidelines.
2. Completed cost worksheet in excel form.

Term:

The University of Kansas Medical Center is requesting a three (3) year contract with option to renew for two (2) additional one (1) year periods if mutually agreed upon by both parties and subject to annual appropriations by the governing body.

Specifications:

The University of Kansas Medical Center is requesting proposals to for secure shredding services. The University of Kansas Medical Center is seeking to enter into a contract with a monthly flat rate fee for Secure Shredding Services. As-needed shredding services shall be charged separately. KUMC currently has over 171 shredding containers across two campuses in Fairway and Kansas City, Kansas.

Requirements:

1. Destroy all documents in compliance with NAID guidelines and the Business Associates Agreement.
2. Product to be recycled.
3. All services provided between 8 AM and 5 PM on regularly scheduled KUMC work days, no holidays.
4. KUMC has right to observe/accompany process and all locations and witness document destruction.
5. Services to be provided on a regular schedule as well as on an as-needed basis.
6. Responses to an as-needed call will be within five business days. Request can be by phone, fax or email from the requesting department. The requesting department will submit billing information to the vendor, as needed.
7. Billing for as-needed services will be made to each serviced department directly.
8. As-needed services to include the following:
 - a. Unscheduled pick up by bin.
 - b. Same day bin unlock/retrieval of document.
 - c. Office purges to be supported with various sized bins/boxes.
9. Vendor to provide unique key and lock security containers, as well as bins and bags that may be required for purges, free of charge.
10. Each container to have a KUMC-specific key/lock compliant with industry standard.
11. Consoles to be placed in currently serviced locations. Vendor to assign each console its own unique identifier and to submit a spreadsheet of consoles (bins, etc.) with identification number, location, and department serviced by the console. The spreadsheet should be updated and submitted as changes occur.
12. Consoles to be clearly marked for confidential shredding.
13. Vendor retains ownership of consoles and liability for damages incurred by its employees.
14. Documents shall be transported in secured and locked containers.
15. The vendor shall, at his/her expense, request a Kansas criminal history background check performed by the Kansas Bureau of Investigation (KBI) for each employee assigned to perform services under this contract prior to any service being provided. The written results of this check must be maintained on file by the vendor. If necessary, the background check shall be made available for viewing by KUMC. Any prospective employee convicted of a felony or any type misdemeanor involving money, fraud, deceit or untruthfulness within ten (10) years prior to their proposed start date will not be allowed to perform services at KUMC.
 - a. All employees of the contractor actually engaged in work for any agency shall submit to and successfully complete a background investigation as specified and conducted by the KBI at least once per contract year.
16. All devices should be secure, to include containers, bins, vehicles, factory/facility.
17. On and off-site shredding shall be available. All materials must be shredded within 72 hours of pick up. Destruction within one business day of pick up is desired. Destruction of product must be in accordance with NAID standards and the Business Associates Agreement. A 5/8-inch continuous strip is desired.
18. Vendor shall clean up destruction area, ensuring particles and loose materials are removed.
19. Contractor must comply with all the requirements of the Kansas Open Records Act (K.S.A. 42-215 et seq.) in providing services under this contract.
20. Contractor must be certified by NAID (National Association for Information Destruction) and sign a Business Associates Agreement.
21. Contractor must be accredited for off-site services.
22. Routine service provided on a published schedule.
23. Provide secure destruction for hard drives, CDs, DVDs, magnetic disks, thumb drives, magnetic tape and other routine electronic media and other non-paper media.

24. Electronic Media / Non-paper destruction:

- a. All electronic media destruction shall be in accordance with NAID standards. Electronic media includes hard drives, thumb drives, cell phones, CDs, DVDs, floppy disks, and any device commonly construed as an electronic information storage device.
- b. Items shall be physically destroyed into fragments to avoid any reconstruction or data extraction. Degaussing or overwriting shall not be used as the method of destruction.
- c. Proof of NAID certification shall be required.
- d. A certificate of destruction shall be provided to the using agency.
- e. Pricing shall be established on a per item basis.

Reporting and Financial Requirements to be provided to KUMC Facilities monthly:

1. Name and date of KUMC department serviced.
2. Weight of documents destroyed/recycled.
3. Certificate of destruction.
4. Certificate of recycled product.
5. Environmental Certificate.