



AGENDA PLACEMENT FORM

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

Date: 06-09-2023

COMMISSIONERS COURT

Meeting Date: 06-26-2023

JUN 26 2023

Submitted By: Ralph McBroom

Approved

Department/Office: Purchasing

Signature of Director/Official: _____

Agenda Title:

Mass Shredding

Public Description (Description should be 2-4 sentences explaining to the Court and the public what action is recommended and why it is necessary):

Consideration and approval to award RFQ 2023-335 to Secure-On Site
Shredding for a mass shred day for all Johnson County Departments. Shred
pick-ups will be at the Adult Probation Parking Lot and the Clifton Taylor Law
Enforcement Center Parking Lot.

(May attach additional sheets if necessary)

Person to Present: Ralph McBroom

(Presenter must be present for the item unless the item is on the Consent Agenda)

Supporting Documentation: (check one) PUBLIC CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

Estimated Length of Presentation: 5 minutes

Session Requested: Action Item (Action Item, Workshop, Consent, Executive)

Check All Departments That Have Been Notified:

County Attorney IT Purchasing Auditor

Personnel Public Works Facilities Management

Other Department/Official (list) _____

**Please Inter-Office All Original Documents to County Judge’s Office Prior to Deadline
& List All External Persons Who Need a Copy of Signed Documents
In Your Submission Email**

INFORMAL BIDS (QUOTES) TABULATION FORM



INSTRUCTIONS FOR COMPLETION:

- 1) Per Policy, purchases from \$10,000 and \$49,999.99 require at least two (2) vendor quotes.
- 2) Vendor quotes must be in writing (i.e. Vendor Quotation form; Vendor email; Internet Quote, etc.).
- 3) All awards should be made to the vendor whose proposal offers the "best value" to Johnson County.
- 4) Awards based on "best value" may consider various factors, including but not limited to:
 - (a) Price / Total Cost of Ownership, (b) Product/Service Quality, (c) Availability, (d) Vendor/Product Reputation, (e) Vendor's Ability to Meet County Needs, (f) Client References, (g) Past Experience with the County, and/or (h) any other relevant factor that ensures best value to the County, (i) Warranty.
- 5) Upon consideration of all factors, if all bids meet the County needs, the award should be made to the lowest bidder.

Informal Bids Tabulation Summary				VENDOR #1		VENDOR #2			
				Vendor Name:		Secure On-Site Shredding		Stericycle - Shredit	
				Quoted By (Contact Name):		Tyler Shrum		Shawn Fletcher	
				Enter "X" for selected vendor				X	
PRODUCT/SERVICE DESCRIPTION	ITEM	QTY	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE		
County Departments mass shred	1	1437	Box	\$3.47	\$4,986.39	\$6.89	\$9,900.93		
	2		ea		\$0.00		\$0.00		
	3		ea		\$0.00		\$0.00		
	4		ea		\$0.00		\$0.00		
	5		ea		\$0.00		\$0.00		
	6		ea		\$0.00		\$0.00		
	7		ea		\$0.00		\$0.00		
	8		ea		\$0.00		\$0.00		
	9		ea		\$0.00		\$0.00		
	10		ea		\$0.00		\$0.00		
	11		ea		\$0.00		\$0.00		
	12		ea		\$0.00		\$0.00		
SUBTOTAL					\$4,986.39		\$9,900.93		
SHIPPING COST									
TOTALS					\$4,986.39		\$9,900.93		
Service Fee					\$0		\$288.68		
Fuel Charge					\$0		\$1,000.00		
DELIVERY DATE					TBD		TBD		

All awards should be made based on "Best Value" to the County. Please write a short summary below of why the vendor chosen is the best value if it is not the lowest bid.

* Name of Person Completing this Form: _____ * Signature: _____

NOTE: THE COMPLETED & SIGNED TABULATION FORM AND COPIES OF ALL QUOTES MUST BE ATTACHED TO THE PURCHASE REQUISITION.