



Collin County, TX

QUOTE

2026-222

SERVICES, SECURE SHREDDING

RELEASE DATE: June 17, 2026

RESPONSE DEADLINE: July 9, 2026, 2:00 pm

Please refer to the project timeline in this document for all important deadlines.

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A - CIQ\_form\_rev\_2025 (1)

B - W9

C - Shredding Container Inventory

## 1. INTRODUCTION

### 1.1. Summary

Collin County is requesting quotes from qualified vendors to establish a contract for secure shredding services, including bulk, on-site, and off-site destruction of paper documents, hard drives, and other media.

Service providers must comply with all applicable federal, state, and local regulations governing data protection and secure destruction. Vendors should be able to accommodate both scheduled and on-demand service requests and must maintain clear and documented chain-of-custody procedures throughout the process. The County desires to enter into a one (1) year contract beginning October 1, 2026 with the possibility of three (3) twelve (12) month renewals.

### 1.2. Background

The resulting contract will support Collin County's need to securely dispose of sensitive information across multiple locations, with some sites requiring monthly service and others bi-monthly service, while ensuring full compliance with all applicable federal, state, and local data protection laws. Contractors must supply shredding bins and consoles as directed and accommodate both scheduled and on-demand service requests. Shredding services will consist of bulk, on-site, and off-site destruction of documents, hard drives, and other media. Itemized invoices and certificates of destruction must be submitted to ensure accountability and transparency. This procurement will be conducted in accordance with applicable county and state regulations to promote fairness, transparency, and best value for the public.

### 1.3. Timeline

Release Project Date:	June 17, 2026
Question Submission Deadline:	June 30, 2026, 12:00pm
Submission Deadline:	July 9, 2026, 2:00pm

### 1.4. Overview

Collin County is soliciting comprehensive on-site and off-site document destruction services. Collin County may order routinely scheduled bin pickups or order shredding services as needed.

Most of the work is anticipated to be on-site pickups for off-site shredding service. The awarded Vendor should also have a specialized shredding vehicle as select departments will require on-site observed shredding by that Department. Services shall be provided no later than seven (7) calendar days after a request for service is made, or as scheduled by the Records Department.

Pricing Structure:

- On-site document destruction pricing will be on a per secure bin pickup basis, by bin size, and bins will be provided free of charge.
- The destruction price for off-site and bulk will be on a flat rate “per box” basis. Boxes will generally be standard document storage boxes as described later in this section.

If a container is found to contain incidental mixed media, an additional charge per bin will be allowed.

## 1.5. On-Site Containers and Service Schedule

Vendors will supply the requested size and number of secured containers to Departments, upon the Records Department request. Containers will be emptied/replaced on a scheduled basis as agreed between the Vendor and the Records Department. Shredding may be done off-site at the Vendor’s own secured facility or on-site, as requested by the Records Department. The Vendor acknowledges that a Department’s needs may change during the contract period. Any changes in the size or number of containers required, or the frequency of scheduled pick-ups shall be agreed in writing between the Vendor and the Records Department. The Records Department may reasonably request alternative container sizes for the Departments at any time.

The Records Department will provide the Vendor with:

- Name of Department
- Person placing order
- Access instructions
- Locations of specific containers and frequency of pick up if a routine schedule is desired by the Department. The service schedule shall be mutually agreed upon by the Vendor and the Records Department.

Vendor supplied containers for paper shall contain a drop-slot, have a capacity that is suitable for the needs of the participating Departments, and have a key-locked or combination dead bolt (i.e. NAID™ approved container). Each container shall be placed in the location requested by the Records Department, provided that placement is in accordance with applicable fire codes. For digital storage media collection purposes, the Vendor will provide specially marked, locking, security containers. All containers shall be provided free of charge.

The Department will direct placement of the containers in an area immediately accessible to the Vendor, or coordinate building access for the Vendor as needed, including arranging escort or other routes in secured environments, as agreed upon between the Vendor and the Records Department. Vendor employees servicing County locations onsite will be required to pass a background check each year to obtain a non-employee County badge and that badge must be visible at all times while onsite. The County will not pay for services not rendered due to lack of access resulting in a failed pick-up.

Collin County may request that a secured bin be unlocked to retrieve a document from the bin. In these cases, the County will work with the Vendor to schedule a time to unlock the bin, retrieve the document(s) and relock it. The Vendor will also provide a master key of all shred bin types to the Records Department.

See *Shredding Container Inventory* Attachment for an inventory of current containers for some departments. This list is not exhaustive and is intended only to give bidders an idea of the volume of services currently needed by the County's primary users.

Frequency of Service: Dependent upon location and department need. Most often, locations require service once every four (4) weeks or once every two (2) weeks. See the *Shredding Container Inventory List* Attachment. This list is not exhaustive and is intended only to give bidders an idea of the volume of services currently needed by the County's primary users.

County reserves the right to add or remove service locations.

The Records Department will partner with the Vendor to establish any special security requirements, limited hours of operation, access issues such as stairs or barriers, etc.

## 1.6. Other Services

### **Bulk Pick-up**

Collin County will generally use standard document storage boxes sized approximately 10 inches by 12 inches by 15 inches for bulk pick-up requests.

### **Unscheduled Pick-up**

Collin County may have the need for unscheduled and same day service from time to time.

### **Digital Storage Media**

While it's anticipated that most of the destruction services ordered by the County will be paper shredding, departments may also have need for digital storage media destruction. This could include media such as CD's, DVD's, blu-ray disks, floppy disks, zip drives, hard drives, etc.

It is anticipated that usually once a year, Collin County will need hard drive shredding as bulk pick-ups. Vendor shall provide paperwork required as well as pricing to the Records Department. Vendor must receive approval from the Records Department before this service is performed.

### **Other Services**

Collin County may have need for other document destruction services or bin sizes that are outside of what is included in the bid form. Departments will work with Vendors to receive a quote when this is the case.

## 1.7. Destruction Specifications

All paper or printed media will be destroyed to the dimensions outlined in the National Association for Information Destruction (NAID™) specifications, at minimum. Those dimensions include:

### Continuous Shred:

- Maximum Width: 5/8 inch

- Maximum Length: Indefinite

Cross Cut or Pierce and Tear:

- Maximum Width: 3/4 inch
- Maximum Length: 2.5 inches

Pulverized (Equipment with Screens):

- Maximum Screen Size: 2-inch diameter holes

Note: The above listed specifications are the current dimensions for document destruction used in the NAID™ Certification Program. If at any point these specifications are updated by NAID™ it is the Vendor's responsibility to abide by the new specifications and apply them to this contract.

## 1.8. Certification Requirements

Vendor shall be National Association for Information Destruction (NAID™) AAA Certified and Certified in Mobile Operations at time of the quote and remain certified for the full term of the contract.

A copy of the NAID™ certification must be submitted with the Vendor's bid and will be verified on the NAID™ Website.

Vendor shall follow and comply with NAID™ Standards as they relate to HIPAA, PCI, FTC, NAID™ Employee Requirements, Audits, Operational Security, Endorsements & the Destruction Process and Company Assurances.

Note: In order to become NAID™ certified, a company must first become a NAID™ member. The membership and certification are two separate processes.

## 1.9. Certificate of Destruction

Vendor shall provide to the ordering Department a Certificate of Destruction at the time service is completed, each time the service is provided. At a minimum, this certificate shall include:

- the name and address of the facility
- date of service
- description of materials destroyed including volume and type
- method of destruction
- either a wet authorized signature or digital authorized signature

## 1.10. County Issued Identification Badges

Collin County requires the Vendor's staff to wear and display Collin County issued identification badge at all times when working in buildings/areas. Badges will be reviewed for renewal annually. Collin County will conduct a background check for each individual before badge issuance and before each annual renewal. Changes in Vendor's personnel or coverage should not disrupt the services required within the contract. The Vendor is to notify the County of any staff changes.

### 1.11. Invoicing

Invoices submitted to Collin County must include the Purchase Order number and must describe the work completed in detail for which payment is requested. The detail of the work completed must comply with the Scope of Work and Pricing Sheet. Invoicing must occur monthly.

At a minimum, the invoice should also include itemized invoice detail for each location:

- department name
- date of service
- description of materials destroyed including volume
- unit cost
- unit quantity

## 2. SPECIAL CONDITIONS AND SPECIFICATIONS

### 2.1. AUTHORIZATION

Collin County will be receiving quotes for Services, Secure Shredding, 2026-222

### 2.2. PURPOSE

The intended use/purpose for this Quote:

Collin County is requesting quotes from qualified vendors to establish a contract for secure shredding services, including bulk, on-site, and off-site destruction of paper documents, hard drives, and other media.

Service providers must comply with all applicable federal, state, and local regulations governing data protection and secure destruction. Vendors should be able to accommodate both scheduled and on-demand service requests and must maintain clear and documented chain-of-custody procedures throughout the process. The County desires to enter into a one (1) year contract beginning October 1, 2026 with the possibility of three (3) twelve (12) month renewals.

### 2.3. TERM

Provide for a one (1) year term contract commencing on the latter of full award and execution of the contract or 10/01/2026. The County shall have the option to renew for three (3) additional one-year periods, with all other terms remaining the same

### 2.4. TRANSITIONAL PERIOD

Upon normal completion of this contract, not to include termination for default, and in the event that no new contract has been awarded by the original expiration date of the existing contract including any extension thereof, it shall be incumbent upon the Contractor to continue the contract under the same terms and conditions until a new contract can be completely operational. At no time shall this transition period extend more than ninety (90) days beyond the original expiration date of the existing contract and any extension thereof.

### 2.5. FUNDING

Funds for payment have been provided through the Collin County budget approved by the Commissioners Court for this fiscal year only. State of Texas statutes prohibit the County from any obligation of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the current Collin County fiscal year shall be subject to budget approval.

### 2.6. PRICE REDUCTION



If during the life of the contract, the vendor's net prices to its customers for the same product(s) and/or services shall be reduced below the contracted price, it is understood and agreed that the County shall receive such price reduction.

## 2.7. PRICE REDETERMINATION

A price redetermination may be considered by Collin County only at the twelve (12), twenty-four (24), and thirty-six (36) month anniversary date of the contract. All requests for price redetermination shall be in written form and shall include documents supporting price redetermination such as Manufacturer's direct cost, postage rates, Railroad Commission rates, Federal/State minimum wage law, Federal/State unemployment taxes, F.I.C.A, Insurance Coverage Rates, etc. The quoter's past experience of honoring contracts at the quote price will be an important consideration in the evaluation of the lowest and best quote. Collin County reserves the right to accept or reject any/all of the price redetermination as it deems to be in the best interest of the County.

## 2.8. DELIVERY/COMPLETION/RESPONSE TIME

Majority of work shall be completed at the County's designated locations during normal working hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. Department contact information will be provided to the awarded vendor. Completion time is an important consideration in the evaluation of the lowest and best quote. Quoter shall place product(s) and/or complete service(s) at the ordering entity's designated location within 7 calendar days.

## 2.9. DELIVERY/SETUP/INSTALLATION LOCATION

Locations for delivery and installation will be stated on each ordering entity's purchase order. Delivery shall include assembly, set-up and installation and shall be included in the quote price.

## 2.10. APPROXIMATE VALUE

The annual estimated expenditure is \$40000

## 2.11. EVALUATION AND AWARD

Award of the contract shall be made to the responsive quoter(s) who submits the lowest and best quote meeting specifications. Collin County reserves the right to award the quote, or reject, by line item, category, or as a whole as the County deems in its best interest.

1. The quoter's past experience of honoring contracts at the quote price as well as their past delivery history with Collin County, will be an important consideration in the evaluation of the lowest and best quote.
2. Quoters failing to provide the information necessary for the evaluation of the quote may be considered non-responsive.

## 2.12. BACKGROUND CHECKS

Once awarded the contract, a mandatory background check performed by Collin County may be required for all persons who will work onsite.

## 2.13. SUBCONTRACTORS

No Contractor whose quote is accepted shall (a) substitute any subcontractor, or (b) permit a subcontract to be voluntarily assigned or transferred or allow it to be performed by anyone other than the original subcontractor listed in the original quote without approval in writing from the Collin County Purchasing Department.

### 3. INSURANCE REQUIREMENTS

1. Before commencing work, the vendor shall be required, at its own expense, to furnish the Collin County Purchasing Agent with certified copies of all insurance certificate(s) indicating the coverage to remain in force throughout the term of this contract.

1. **Commercial General Liability** insurance including but not limited to the coverage indicated below. Coverage shall not exclude or limit Products/Completed Operations, Contractual Liability, or Cross Liability. Coverage must be written on occurrence form.

Each Occurrence	\$1,000,000
Personal Injury &Adv Injury	\$1,000,000
Products/Completed Operation Aggregate	\$2,000,000
General Aggregate	\$2,000,000

2. **Workers Compensation** insurance as required by the laws of Texas, and Employers' Liability.

Employers Liability	
Liability, Each Accident	\$500,000
Disease - Each Employee	\$500,000
Disease - Policy Limit	\$500,000

- iii. **Commercial Automobile Liability** insurance which includes any automobile (owned, non-owned, and hired vehicles) used in connection with the contract.

Combined Single Limit - Each Accident	\$1,000,000
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- iv. **Professional/Errors & Omissions Liability** insurance with a two (2) year extended reporting period. If you choose to have project coverage endorsed onto your base policy, this would be acceptable.

Each Occurrence/Aggregate	\$1,000,000
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- v. **Umbrella/Excess Liability** insurance

Each Occurrence/Aggregate	\$1,000,000
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2. With reference to the foregoing insurance requirement, the vendor shall endorse applicable insurance policies as follows:
  - i. A waiver of subrogation in favor of Collin County, its officials, employees, volunteers and officers shall be provided for General Liability, Commercial Automobile Liability, and Workers' Compensation.
  - ii. The vendor's insurance coverage shall name Collin County as additional insured under the General Liability policy.

- iii. All insurance policies shall be endorsed to require the insurer to immediately notify Collin County of any decrease in the insurance coverage limits.
  - iv. All insurance policies shall be endorsed to the effect that Collin County will receive at least thirty (30) days notice prior to cancellation, non-renewal or termination of the policy.
  - v. All copies of Certificates of Insurance shall reference the project/contract number.
3. All insurance shall be purchased from an insurance company that meets the following requirements:
- i. A financial rating of A-VII or higher as assigned by the BEST Rating Company or equivalent.
4. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent, and shall contain provisions representing and warranting the following:
- i. Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.
  - ii. Sets forth the notice of cancellation or termination to Collin County.

## 4. PRICING TABLE

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Per letter size 1.2 Cubic Feet Box of Bulk Shredding	400	box		
2	Per Console size Shredding per month	44	month		
3	Per 64 gallon Bin size Shredding per month	39	month		
4	Per 95 Gallon size container Shredding per month	55	month		
5	Per Hard Drive Construction as needed basis.	1	each		
6	Per Media Destruction as needed basis	1	each		
7	Per Onsite Shredding Service Fee Standard Box	1	each		
8	Per Onsite Shredding Service Fee Console	1	each		
9	Per Onsite Shredding Service Fee 64 Gallon Bin	1	each		
10	Per Onsite Shredding Service Fee 95 Gallon Bin	1	each		
11	Per Trip Charge Fee	1	fee		
<b>TOTAL</b>					

## 5. General Instructions

1. Definitions
  - i. Bidder: refers to submitter.
  - ii. Vendor/Contractor/Provider: refers to a Successful Bidder/Contractor/Service Provider.
  - iii. Submittal: refers to those documents required to be submitted to Collin County, by a Bidder.
  - iv. Quote: refers to Invitation For Bid.
2. If Quoter does not wish to submit an offer at this time, please submit a No Bid.
3. Awards shall be made not more than ninety (90) days after the time set for opening of Submittals.
4. Collin County is always conscious and extremely appreciative of your time and effort in preparing your Submittal.
5. Collin County exclusively uses OpenGov Procurement for the notification and dissemination of all solicitations. The receipt of solicitations through any other company may result in your receipt of incomplete specifications and/or addendums which could ultimately render your quote non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other company.
6. A quote may not be withdrawn or canceled by the Quoter prior to the ninety-first (91st) day following public opening of Submittals and only prior to award.
7. It is understood that Collin County, Texas reserves the right to accept or reject any and/or all quotes for any or all products and/or services covered in a Quotation, and to waive informalities or defects in Submittals or to accept such Submittals as it shall deem to be in the best interest of Collin County.
8. All quotes submitted in hard copy paper form shall be submitted in a sealed envelope, plainly marked on the outside with the Quotation number and name. A hard copy paper form Submittal shall be manually signed in ink by a person having the authority to bind the firm in a contract. Submittals shall be mailed or hand delivered to the Collin County Purchasing Department.
9. Submittals via email, oral, telegraphic or telephonic will not be accepted. Quotations may be submitted in electronic format via Collin County eBid.
10. All quotes submitted electronically via Collin County eBid shall remain locked until official date and time of opening as stated in the Special Terms and Conditions of the quote.
11. Time/date stamp clock in Collin County Purchasing Department shall be the official time of receipt for all quotes submitted in hard copy paper form only, no flash drives, CD-ROMs or any other form of “plug and play” portable storage device will be accepted as a Submittal. Quotes received in the County

Purchasing Department after submission deadline shall be considered void and unacceptable. Absolutely no late Submittals will be considered. Collin County accepts no responsibility for technical difficulties related to electronic Submittals.

12. For hard copy paper form Submittals, any alterations made prior to opening date and time must be initialed by the signer of the quote guaranteeing authenticity. Submittals cannot be altered or amended after submission deadline.
13. Collin County is by statute exempt from the State Sales Tax and Federal Excise Tax; therefore, the prices submitted shall not include taxes.
14. Any interpretations, corrections and/or changes to quote and related Specifications or extensions to the opening/receipt date will be made by addenda to the respective document by the Collin County Purchasing Department. Questions and/or clarification requests must be submitted no later than the date specified in the solicitation. Those received at a later date may not be addressed prior to the public opening. Sole authority to authorize addenda shall be vested in Collin County Purchasing Agent as entrusted by the Collin County Commissioners Court. Addenda may be transmitted electronically via Collin County eBid.
  - i. Addenda will be transmitted to all that are known to have received a copy of the quote and related Specifications. However, it shall be the sole responsibility of the Quoter to verify issuance/non-issuance of addenda and to check all avenues of document availability (i.e. OpenGov Procurement, telephoning Purchasing Department directly, etc.) prior to opening/receipt date and time to insure Quoter's receipt of any addenda issued. Quoter shall acknowledge receipt of all addenda.
15. All materials and services shall be subject to Collin County approval.
16. Collin County reserves the right to make award in whole or in part as it deems to be in the best interest of the County.
17. Any reference to model/make and/or manufacturer used in specifications is for descriptive purposes only. Products/materials of like quality will be considered.
18. Quoters offering substitutions to the specifications shall do so at their own risk. By offering substitutions, Quoter shall state these in the section provided in the Quotation or by attachment. Substitution, if accepted, must meet or exceed specifications stated therein. Collin County reserves the right to accept or reject any and/or all of the substitution(s) deemed to be in the best interest of the County.
19. Minimum Standards for Responsible Prospective Quoter: A prospective Quoter must meet the following minimum requirements:
  - i. have adequate financial resources, or the ability to obtain such resources as required;

- ii. be able to comply with the required or proposed delivery/completion schedule;
  - iii. have a satisfactory record of performance;
  - iv. have a satisfactory record of integrity and ethics;
  - v. be otherwise qualified and eligible to receive an award.
20. Collin County may request documentation and other information sufficient to determine Quoter's ability to meet these minimum standards listed above.
21. Vendor shall bear any/all costs associated with its preparation of a Quotation Submittal.
22. Public Information Act: Collin County is governed by the Texas Public Information Act, Chapter 552 of the Texas Government Code. All information submitted by prospective Quoters during the quote process is subject to release under the Act.
23. The Quoter shall comply with Commissioners Court Order No. 2004-167-03-11, County Logo Policy.
24. Interlocal Agreement: Successful Quoter agrees to extend prices and terms to all entities that has entered into or will enter into joint purchasing interlocal cooperation agreements with Collin County. Delivery to governmental entities located within Collin County will be at no additional charge or as otherwise provided for in the award document. Delivery charges, if any, for governmental entities located outside of Collin County shall be negotiated between the Vendor and each governmental entity.
25. Responsiveness: The County will make a determination as to the responsiveness of quotes submitted based upon compliance with all applicable laws, Collin County Purchasing Guidelines, and project documents, including but not limited to the project specifications and contract documents. The County will notify the successful Quoter upon award of the contract and, according to state law; all quotes received will be available for inspection at that time.
26. Quoter shall comply with all local, state and federal employment and discrimination laws and shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin or any other class protected by law.



## 6. Terms of Contract

1. A quote, when properly accepted by Collin County, shall constitute a contract equally binding between the Vendor and Collin County. No different or additional terms will become part of this contract with the exception of a Change Order.
2. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All Change Orders to the contract will be made in writing by Collin County Purchasing Agent.
3. No public official shall have interest in the contract, in accordance with Local Government Code Title 5, Subtitle C, Chapter 171.
4. The Vendor shall comply with Commissioners Court Order No. 96-680-10-28, Establishment of Guidelines & Restrictions Regarding the Acceptance of Gifts by County Officials & County Employees.
5. Design, strength, quality of materials and workmanship must conform to the highest standards of manufacturing and engineering practice.
6. Quotes must comply with all federal, state, county and local laws concerning the type(s) of product(s)/service(s)/equipment/project(s) contracted for, and the fulfillment of all ADA (Americans with Disabilities Act) requirements.
7. All products must be new and unused, unless otherwise specified, in first-class condition and of current manufacture. Obsolete products, including products or any parts not compatible with existing hardware/software configurations will not be accepted.
8. Vendor shall provide any and all notices as may be required under the Drug-Free Work Place Act of 1988, 28 CFR Part 67, Subpart F, to its employees and all sub-contractors to insure that Collin County maintains a drug-free work place.
9. Vendor shall defend, indemnify and save harmless Collin County and all its officers, agents and employees and all entities, their officers, agents and employees who are participating in this contract from all suits, claims, actions, damages (including personal injury and or property damages), or demands of any character, name and description, (including attorneys' fees, expenses and other defense costs of any nature) brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of Vendor's breach of the contract arising from an award, and/or any negligent act, error, omission or fault of the Vendor, or of any agent, employee, subcontractor or supplier of Vendor in the execution of, or performance under, any contract which may result from an award. Vendor shall pay in full any judgment with costs, including attorneys' fees and expenses which are rendered against Collin County and/or participating entities arising out of such breach, act, error, omission and/or fault.

10. Expenses for Enforcement. In the event either Party hereto is required to employ an attorney to enforce the provisions of this Agreement or is required to commence legal proceedings to enforce the provisions hereof, the prevailing Party shall be entitled to recover from the other, reasonable attorney's fees and court costs incurred in connection with such enforcement, including collection.
11. If a contract, resulting from a Collin County Quotation is for the execution of a public work, the following shall apply:
  - i. In accordance with Government Code 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Payment Bond if the contract is in excess of \$25,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56<sup>th</sup> Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).
12. Purchase Order(s) shall be generated by Collin County to the vendor. Collin County will not be responsible for any orders or services placed/delivered/performed without a valid purchase order number.
13. The contract shall remain in effect until any of the following occurs: delivery of product(s) and/or completion and acceptance by Collin County of product(s) and/or service(s), contract expires or is terminated by either party with thirty (30) days written notice prior to cancellation and notice must state therein the reasons for such cancellation. Collin County reserves the right to terminate the contract immediately in the event the Vendor fails to meet delivery or completion schedules, or otherwise perform in accordance with the specifications. Breach of contract or default authorizes the County to purchase elsewhere and charge the full increase in cost and handling to the defaulting Vendor.
14. Collin County Purchasing Department shall serve as Contract Administrator or shall supervise agents designated by Collin County.
15. All delivery and freight charges (FOB Inside delivery at Collin County designated locations) are to be included as part of the quote price. All components required to render the item complete, installed and operational shall be included in the total quote price. Collin County will pay no additional freight/delivery/installation/setup fees.
16. Vendor shall notify the Purchasing Department immediately if delivery/completion schedule cannot be met. If delay is foreseen, the Vendor shall give written notice to the Purchasing Agent. The County has the right to extend delivery/completion time if reason appears valid.
17. The title and risk of loss of the product(s) shall not pass to Collin County until Collin County actually receives and takes possession of the product(s) at the point or points of delivery. Collin County shall

generate a purchase order(s) to the Vendor and the purchase order number must appear on all itemized invoices.

18. Invoices shall be mailed directly to the Collin County Auditor's Office, 2300 Bloomdale Road, Suite 3100, McKinney, Texas 75071. All invoices shall show:
  - i. Collin County Purchase Order Number;
  - ii. Vendor's Name, Address and Tax Identification Number;
  - iii. Detailed breakdown of all charges for the product(s) and/or service(s) including applicable time frames.
19. Payment will be made in accordance with Government Code, Title 10, Subtitle F, Chapter 2251, Time for Payment by a Governmental Entity.
20. All warranties shall be stated as required in the Uniform Commercial Code.
21. The Vendor and Collin County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.
22. The Vendor agrees to protect Collin County from any claims involving infringements of patents and/or copyrights.
23. The contract will be governed by the laws of the State of Texas. Should any portion of the contract be in conflict with the laws of the State of Texas, the State laws shall invalidate only that portion. The remaining portion of the contract shall remain in effect. The contract is performable in Collin County, Texas.
24. The Vendor Provider shall not sell, assign, transfer or convey the contract, in whole or in part, without the prior written approval from Collin County.
25. The apparent silence of any part of the specification as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of the specification shall be made on the basis of this statement.
26. Vendor shall not fraudulently advertise, publish or otherwise make reference to the existence of a contract between Collin County and Vendor for purposes of solicitation. As exception, Vendor may refer to Collin County as an evaluating reference for purposes of establishing a contract with other entities.
27. The Vendor understands, acknowledges and agrees that if the Vendor subcontracts with a third party for services and/or material, the primary Vendor (awardee) accepts responsibility for full and prompt payment to the third party. Any dispute between the primary Vendor and the third party, including any

payment dispute, will be promptly remedied by the primary vendor. Failure to promptly render a remedy or to make prompt payment to the third party (subcontractor) may result in the withholding of funds from the primary Vendor by Collin County for any payments owed to the third party.

28. Vendor shall provide Collin County with diagnostic access tools at no additional cost to Collin County, for all Electrical and Mechanical systems, components, etc., procured through this contract.
29. Criminal History Background Check: If required, ALL individuals may be subject to a criminal history background check performed by Collin County prior to access being granted to Collin County facilities. Upon request, Vendor/Contractor/Provider shall provide list of individuals to the Collin County Purchasing Department within five (5) working days.
30. Non-Disclosure Agreement: Where applicable, vendor shall be required to sign a non-disclosure agreement acknowledging that all information to be furnished is in all respects confidential in nature, other than information which is in the public domain through other means and that any disclosure or use of same by vendor, except as provided in the contract/agreement, may cause serious harm or damage to Collin County. Therefore, Vendor agrees that Vendor will not use the information furnished for any purpose other than that stated in contract/agreement, and agrees that Vendor will not either directly or indirectly by agent, employee, or representative disclose this information, either in whole or in part, to any third party, except on a need to know basis for the purpose of evaluating any possible transaction. This agreement shall be binding upon Collin County and Vendor, and upon the directors, officers, employees and agents of each.
31. Vendors must be in compliance with the Immigration and Reform Act of 1986 and all employees specific to this solicitation must be legally eligible to work in the United States of America.
32. Certification of Eligibility: This provision applies if the anticipated Contract exceeds \$100,000.00 and as it relates to the expenditure of federal grant funds. By submitting a bid or proposal in response to this solicitation, the Quoter certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors. In the event of placement on the list between the time of bid/proposal submission and time of award, the Quoter will notify the Collin County Purchasing Agent. Failure to do so may result in terminating this contract for default.
33. Notice to vendors delivering goods or performing services within the Collin County Detention Facility: The Collin County Detention Facility houses persons who have been charged with and/or convicted of serious criminal offenses. When entering the Detention Facility, you could: (1) hear obscene or graphic language; (2) view partially clothed male inmates; (3) be subjected to verbal abuse or taunting; (4) risk physical altercations or physical contact, which could be minimal or possibly serious; (5) be exposed to communicable or infectious diseases; (6) be temporarily detained or prevented from immediately leaving the Detention Facility in the case of an emergency or "lockdown"; and (7) subjected to a search of your person or property. While the Collin County Sheriff's Office takes

every reasonable precaution to protect the safety of visitors to the Detention Facility, because of the inherently dangerous nature of a Detention Facility and the type of the persons incarcerated therein, please be advised of the possibility of such situations exist and you should carefully consider such risks when entering the Detention Facility. By entering the Collin County Detention Facility, you acknowledge that you are aware of such potential risks and willingly and knowingly choose to enter the Collin County Detention Facility.

34. Delays and Extensions of Time when applicable:

- i. If the Vendor is delayed at any time in the commence or progress of the Work by an act or neglect of the Owner or Architect/Engineer, or of an employee of either, or of a separate contractor employed by the Owner, or by changes ordered in the Work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Vendor's control, or by delay authorized by the Owner pending mediation and arbitration, or by other causes which the Owner or Architect/Engineer determines may justify delay, then the Contract Time shall be extended by Change Order for such reasonable time as the Owner/Architect/Engineer may determine.
- ii. If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time and could not have been reasonably anticipated, and that the weather conditions had an adverse effect on the scheduled construction.

35. Disclosure of Certain Relationships: Chapter 176 of the Texas Local Government Code requires that any vendor considering doing business with a local government entity disclose the vendor's affiliation or business relationship that might cause a conflict of interest with a local government entity. Subchapter 6 of the code requires a vendor to file a conflict of interest questionnaire (CIQ) if a conflict exists. By law this questionnaire must be filed with the records administrator of Collin County no later than the 7th business day after the date the vendor becomes aware of an event that requires the statement to be filed. A vendor commits an offense if the vendor knowingly violates the code. An offense under this section is a misdemeanor. By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code. Please send completed forms to the Collin County County Clerk's Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX 75071.

36. Disclosure of Interested Parties: Section 2252.908 of the Texas Government Code requires a business entity entering into certain contracts with a governmental entity to file with the governmental entity a disclosure of interested parties at the time the business entity submits the signed contract to the governmental entity. Section 2252.908 requires the disclosure form (Form 1295) to be signed by the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury. Section 2252.908 applies only to a contract that requires an action

or vote by the governing body of the governmental entity before the contract may be signed or has a value of at least \$1 million. Section 2252.908 provides definitions of certain terms occurring in the section. Section 2252.908 applies only to a contract entered into on or after January 1, 2016.

37. Vendors/Contractors/Providers must be in compliance with the provisions of Section 2252.152 and Section 2252.153 of the Texas Government Code which states, in part, contracts with companies engaged in business with Iran, Sudan, or Foreign Terrorist Organizations are prohibited. A governmental entity may not enter into a contract with a company that is listed on the Comptroller of the State of Texas website identified under Section 806.051, Section 807.051 or Section 2253.253 which do business with Iran, Sudan or any Foreign Terrorist Organization. This Act is effective September 1, 2017.
38. Force Majeure: No party shall be liable or responsible to the other party, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement, when and to the extent such failure or delay is caused by or results from acts beyond the affected party's reasonable control, including, without limitation: acts of God; flood, fire or explosion; war, invasion, riot or other civil unrest; actions, embargoes or blockades in effect on or after the date of this Agreement; or national or regional emergency (each of the foregoing, a "Force Majeure Event"). A party whose performance is affected by a Force Majeure Event shall give notice to the other party, stating the period of time the occurrence is expected to continue and shall use diligent efforts to end the failure or delay and minimize the effects of such Force Majeure Event.

**NOTE:** All other terms and conditions (i.e. Insurance Requirements, Bond Requirements, etc.) shall be stated in the individual Quotation Solicitation documents as Special Terms, Conditions and Specifications.

## 7. Vendor Response

### 1. Contact Information\*

List the contact name, email address and phone number of the main person(s) Collin County should contact in reference to this solicitation. Contact(s) shall be duly authorized List authorized by the company, corporation, firm, partnership or individual to respond to any questions, clarification, and/or offers in response to this solicitation.

\*Response required

### 2. Insurance Acknowledgement\*

I understand that the insurance requirements of this solicitation are required and are included in the submitted pricing. A certificate of insurance shall be submitted to the Purchasing department if I am awarded all or a portion of the resulting contract.

☐ Please confirm

\*Response required

### 3. Subcontractors\*

State the business name of all subcontractors and the type of work they will be performing under this contract. If you are fully qualified to self-perform the entire contract, please respond with "Not Applicable-Self Perform".

\*Response required

### 4. Reference No. 1\*

List a company or governmental agency, other than Collin County, where these same/like products/services, as stated herein, have been provided. Texas references are preferred.

Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail.

It is the responsibility of the Bidder/Proposer to ensure submitted references will be responsive to the County's requests. The County reserves the right to contact references other than those listed, and to consider any information acquired from all references during the evaluation process.

\*Response required

### 5. Reference No. 2\*

List a company or governmental agency, other than Collin County, where these same/like products/services, as stated herein, have been provided. Texas references are preferred.

Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail.

It is the responsibility of the Bidder/Proposer to ensure submitted references will be responsive to the County's requests. The County reserves the right to contact references other than those listed, and to consider any information acquired from all references during the evaluation process.

\*Response required

## 6. Reference No. 3\*

List a company or governmental agency, other than Collin County, where these same/like products/services, as stated herein, have been provided. Texas references are preferred.

Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail.

It is the responsibility of the Bidder/Proposer to ensure submitted references will be responsive to the County's requests. The County reserves the right to contact references other than those listed, and to consider any information acquired from all references during the evaluation process.

\*Response required

## 7. Immigration and Reform Act\*

I declare and affirm that my company is in compliance with the Immigration and Reform Act of 1986 and all employees are legally eligible to work in the United States of America. I further understand and acknowledge that any non-compliance with the Immigration and Reform Act of 1986 at any time during the term of this contract will render the contract voidable by Collin County.

☐ Please confirm

\*Response required

## 8. Disclosure of Certain Relationships\*

Chapter 176 of the Texas Local Government Code requires that any vendor considering doing business with a local government entity disclose the vendor's affiliation or business relationship that might cause a conflict of interest with a local government entity. Subchapter 6 of the code requires a vendor to file a conflict of interest questionnaire (CIQ) if a conflict exists. By law this questionnaire must be filed with the records administrator of Collin County no later than the 7th business day after the date the vendor becomes aware of an event that requires the statement to be filed. A vendor commits an offense if the vendor knowingly violates the code. An offense under this section is a misdemeanor. By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code. Please send completed forms to the Collin County County Clerk's Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX 75071.

☐ Please confirm

\*Response required

## 9. Disclosure of Interested Parties\*



Section 2252.908 of the Texas Government Code requires a business entity entering into certain contracts with a governmental entity to file with the governmental entity a disclosure of interested parties at the time the business entity submits the signed contract to the governmental entity. Section 2252.908 requires the disclosure form (Form 1295) to be signed by the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury. Section 2252.908 applies only to a contract that requires an action or vote by the governing body of the governmental entity before the contract may be signed or has a value of at least \$1 million. Section 2252.908 provides definitions of certain terms occurring in the section. Section 2252.908 applies only to a contract entered into on or after January 1, 2016.

☐ Please confirm

\*Response required

## 10. Notification Survey\*

In order to better serve our offerors, the Collin County Purchasing Department is conducting the following survey. We appreciate your time and effort expended to submit your bid. Should you have any questions or require more information please call (972) 548-4165. How did you receive notice of this request?

\*Response required

## 11. Critical Infrastructure Affirmation\*

Pursuant to section 2274.0102 of the Texas Government Code, Respondent certifies that neither it nor its parent company, nor any affiliate of Respondent or its parent company, is: (1) majority owned or controlled by citizens or governmental entities of China, Iran, North Korea, Russia, or any other country designated by the Governor under Government Code Section 2274.0103, or (2) headquartered in any of those countries.

☐ Please confirm

\*Response required

## 12. AI Acknowledgement\*

The County requires that all submitted content be the product of human authorship or have undergone substantial human review and modification. This is to ensure that the final proposal accurately reflects the Bidder's capabilities, experience, and understanding of the requirements. The Bidder is ultimately responsible for the accuracy, truthfulness, and completeness of their submission. Any submission found to contain misleading information, whether from AI or otherwise, may be subject to penalties or disqualification.

Please confirm all submitted content was either authored by or substantially reviewed a human and not AI and the submission accurately reflects company's/firm's capabilities, experience, and understanding of the requirements.

☐ Please confirm

\*Response required

### 13. W-9\*

Please download the W-9 attachment, complete, and upload.

\*Response required

### 14. Certificate of Destruction\*

Vendor shall provide a sample Certificate of Destruction citing number of bins, boxes, and pounds shredded and date of shredding upon each pickup. Failure to do so may result in vendor disqualification.

\*Response required

### 15. Shredding Process Description\*

Vendor shall provide a written description of the full process for each step beginning at the point of bin and bulk box pickup from the County, transport to and service at the shredding facility, and the provision of Certificates of Destruction to the County. This description should detail the full lifecycle of the boxes or bins you are picking up from the time you take possession until the time they are shredded and any applicable timelines are to be included. Please also indicate if there is video taken of these processes such as on the transport vehicle, arriving at the facility, the destruction itself as well as the onsite shredding trucks.

\*Response required

### 16. NAID Certification\*

Vendor shall provide copy of NAID AAA certification. This certificate must be provided with vendor's quote. Failure to so may result in vendor disqualification.

\*Response required

### 17. Information Regarding Conflict of Interest

During the 79th Legislative Session, House Bill 914 was signed into law effective September 1, 2015, which added Chapter 176 to the Texas Local Government Code. Recent changes have been made to Chapter 176 pursuant to HB23, which passed the

84th Legislative Session. Chapter 176 mandates the public disclosure of certain information concerning persons doing business or seeking to do business with Collin County, including family, business, and financial relationships such persons may have with Collin County officers or employees involved in the planning, recommending, selecting and contracting of a vendor for this procurement.

For a copy of Form CIQ and CIS: <https://www.ethics.state.tx.us/forms/conflict/>

The vendor acknowledges by doing business or seeking to do business with Collin County that they have been notified of the requirements under Chapter 176 of the Texas Local Government Code and that they are solely responsible for complying with the terms and conditions therein. Furthermore, any individual or business

entity seeking to do business with Collin County who does not comply with this practice may risk award consideration of any County contract.

For a listing of current Collin County Officers: <https://www.collincountytx.gov/Contact/county-officials>

At the time of this solicitation being released, the following are known to be involved in the planning, recommending, selecting, and/or contracting for the attached procurement:

**Information Technology:**

Caren Skipworth - Chief Information Officer

L'Cena Parsons - Records Management Officer

**Purchasing:**

Michelle Charnoski, NIGP-CPP, CPPB – Purchasing Agent

Marci Chrismon, CPPB – Assistant Purchasing Agent

Lisa Marie Batts - Buyer I

**Commissioners Court:**

Chris Hill – County Judge

Susan Fletcher – Commissioner Precinct No. 1

Cheryl Williams – Commissioner Precinct No. 2

Darrell Hale – Commissioner Precinct No. 3

Duncan Webb – Commissioner Precinct No. 4

Download the CIQ attachment, complete, and upload if applicable.

**18. Conflict of Information Confirmation\***

I have read the conflict of interest information above and will file the CIQ form if a conflict exists.

☐ Please confirm

\*Response required

**19. Quoter Acknowledgement\***

Quoter acknowledges, understands the specifications, any and all addenda, and agrees to the terms and conditions and can provide the minimum requirements stated herein. Quoter acknowledges they have read

the document in its entirety, visited the site, performed investigations and verifications as deemed necessary, are familiar with local conditions under which work is to be performed, and will be responsible for any and all errors in quote submittal resulting from Quoter's failure to do so. Quoter acknowledges the prices submitted in this quote have been carefully reviewed and are submitted as correct and final. If quote is accepted, Quoter further certifies and agrees to furnish any and all products upon which prices are extended at the price submitted, and upon conditions in the specifications of the Quotation.

☐ Please confirm

\*Response required

## 20. Technology Security Breach Acknowledgement\*

When VENDOR experiences a data breach or unauthorized access to the Collin County Data, VENDOR will immediately notify the End-User Department Director, the Chief Information Officer (CIO), and the Purchasing Agent. Within two weeks of such breach, a detailed notification is required and shall include the nature of the breach, the data comprised, the involving parties, mitigation efforts, and corrective actions to be taken by VENDOR. Unless Collin County or any of their affiliates is directly responsible for such breach, VENDOR shall be solely responsible for all expenses related to any data breach or unauthorized access to the Collin County data and shall be by liable for all damages, fines, to include litigation cost. Except as set forth above, Collin County shall not be responsible for any expense associated with data breaches or unauthorized access while the Collin County Data is residing in VENDOR cloud services.

☐ Yes

☐ No

\*Response required