

It is the intent of Franklin County Municipal Court, Clerk of Court to obtain bids for the purchase of Shredding Services for the Clerk's Office, 375 South High Street, 16th Floor, Columbus, Ohio 43215.

The term of this Contract shall be from 8/1/2026 to 7/31/2027. This Contract shall not automatically renew.

Requirements:

Documents shall be stored in 64 gallon tote container (maximum size), provided by the winning bidder. The tote shall be secured, so that no documents stored in them, can be retrieved without unlocking the lock(s).

Number of totes will be decided by the winning bidder.

Totes will be located on 5 different floors in the Clerk's Office.

Case files may be stored in a box (Dimensions – 16" x 9 ¾" x 12 ¼") with approximately 100 case files per box. Boxes may be shredded with the contents.

Show proof of National Association of Information Destruction (NAID) certification.

A certificate of destruction must be provided each time files are shredded.

All shredded material shall be recycled.

All shredding shall be completed on-site (mobile) at 375 South High Street, Columbus, Ohio 43215 – in the Loading Dock area, located on South Fulton Street off of High Street.

Shredding truck is to arrive between 6:30am to 7:00am with the preferred time being 6:30am.

Driver is required to take full bins from loading dock door to truck, accompanied by A Clerks office employees. (Estimated 100ft from door to truck location, up an incline)

Loading Dock area has limited space and height limitations – 24 foot box truck will fit.

Shredding will be done one (1) time per week. The average number of pounds per week (2,160) is provided for informational purposes only and may not constitute actual pounds.

Extra requests for shredding shall be allowed and expected during the week (Monday through Friday) and response by next business day, excluding weekends and holidays.

Only totes that are ¾ full or more will be taken for shredding, if less than ¾, shredding of those tote's contents must be authorized by a Deputy Clerk.

All shredding shall be performed in the presence of an employee of the Clerk's Office.

All costs associated with this project shall be included in the final total bid.

Bidding Instructions:

Quantity: 1.00 (64 gallon tote)

Unit: Each

Unit Price: (Cost to shred documents in one (1) tote.)

In the comment section:

- List minimum tote quantity, if any.
- List price for minimum tote quantity, if any.
- List any addition cost associated with service.

Bid will be awarded based on:

Price for one tote to be shredded.

Quantity and price of minimum tote pick up, if any.

Additional cost for service.