

CITY OF PASADENA

Notice Inviting Bids

For

Secure On Site Document Shredding Services

Notice is hereby given that the City of Pasadena is calling for sealed bids for the Public Works Department, Resource Recovery and Recycling Division and will receive sealed bids prior to 2:00 pm, Tuesday, October 10, 2023 and will electronically unseal and make them available online (<https://procurement.opengov.com/portal/pasadena>) for this solicitation named "Secure On Site Document Shredding Services" Project ID: 2023-IFB-LM-761.

1.1. Summary

The Department of Public Works is seeking the services of a qualified shredding company to securely destroy documents at a reasonable cost and provide on site document shredding services at large City events.

1.2. Delivery Instructions

Bids will be received via the City's [eProcurement Portal \(https://procurement.opengov.com/portal/pasadena\)](https://procurement.opengov.com/portal/pasadena). A bid received after the time set for the bid opening shall not be considered. Bidders are required to submit (upload) all items listed in the [Submittals/Checklist](#). Bids will be received prior to 2:00 pm on Tuesday, October 10, 2023 and will be opened online at that time.

Copies of the Specifications and all required forms may be obtained for this solicitation online: <https://procurement.opengov.com/portal/pasadena/projects/57041>

Addenda shall be acknowledged via the City's eProcurement Portal. Refer to the Specifications for complete details and bidding requirements. The Specification and this Notice shall be considered a part of any contract made pursuant thereunder.

1.3. Pre-bid Conference

See the Timeline in the section named "[Instructions to Bidders](#)." If there is a Mandatory pre-bid meeting, bidders are required to attend at the time, date, and location included in the Timeline ([#Instructions to Bidders](#)) of this solicitation. If there is a Non-Mandatory pre-bid meeting, bidders not required to attend.

Each prospective bidder will have the opportunity to clarify and ask questions regarding these Specifications. The Pre-bid Meeting will be held at the time, date, and location in the Timeline of this solicitation.

1.4. Required Licenses (Eligibility Requirement)

Bidders must possess and provide the following license(s) or certification(s) to be deemed qualified to perform the work specified:

NAID AAA Certification

1.5. Deadline for Questions

The deadline to submit questions related to this solicitation is Thursday, September 28, 2023, prior to 2:00 pm.

Questions regarding this solicitation should be submitted directly through the City's [eProcurement Portal Q&A](#) function. Do not contact any other City employee or official regarding this solicitation. Any questions submitted after the date and time specified may not be considered.

1.6. Release Date

Release Dated: Thursday, September 21, 2023

MIGUEL MÁRQUEZ
City Manager