

**CITY WIDE
SPECIFICATION
FOR
SHREDDING SERVICES
JUNE 8, 2009**

A. GENERAL:

1. It is the intent of this specification to describe the minimum requirements of the City of Milwaukee City Wide Records Management Program for the destruction and disposal of confidential paper and non-paper media records.

Destruction and disposal of confidential City records will be administered by the Document Services Section (hereinafter DSS) of the Business Operations Division of the Department of Administration (DOA/BOD/DSS).

Destruction and disposal of confidential Milwaukee Police Department (MPD) records for the Police Administration Building, all of the Police District Stations, and the Data Comm Center will be administered by the MPD Maintenance Services Section.

B. TECHNICAL REQUIREMENTS:

1. Vendor is required to provide twenty five (25) - 95-gallon, disposal containers with an estimated capacity of 350 lbs for routine, interim storage and processing at the facilities managed by DOA/BOD/DSS/Record Center.
2. Vendor is required to provide an additional eight (8) to twelve (12) - 95-gallon disposal containers with an estimated capacity of 350 lbs to be distributed to City departments located within the City Hall Complex area (841 N. Broadway, 809 N. Broadway and 200 E. Wells Street) by DOA/BOD/DSS staff, on a sign-out basis.

DOA/BOD/DSS staff will be responsible for the routine collection of these disposal containers for the City Departments.

3. Vendor will be required to retrieve these filled containers from DOA/BOD/DSS Records Center Dock Area approximately 12 to 16 times per year or on an as needed basis at a mutually agreeable time.

(There will be 0 to 3 pickups per month depending upon retention schedule destruction cycle.)

4. Vendor is also required to provide thirty (30) - 95 gallon disposable containers with an estimated capacity of 350 lbs for the MPD Maintenance Services Section located at 749 W State Street, Milwaukee, WI 53233 and fourteen (14) – 95 gallon disposable containers with an estimated capacity of 350 lbs for the MPD Data Comm Center located at 2333 N 49th Street, Milwaukee, WI 53210.
5. Vendor will be required to retrieve these filled containers from the MPD Maintenance Services Section and the MPD Data Comm Center shall be once every two week unless advised otherwise

6. Distribution and Retrieval:
 - A. Arrangements for distribution and retrieval of the confidential records containers to and from City of Milwaukee Departments not located within the City Hall Complex will be arranged through the Document Services Section Records Center.
 - B. Arrangements for distribution and retrieval of the confidential records containers to and from the MPD Maintenance Services Section will be arranged with the MPD Maintenance Services Section representative named herein.
 - C. Arrangements for distribution and retrieval of the confidential records containers to and from the MPD Data Comm Center will be arranged with the MPD Data Comm Center representative named herein.
7. All containers must have wheels and handles for easy maneuverability, be tagged or stamped with unique identifiers, and include an open slot that does not allow for the retrieval of papers and files once they have been deposited in the container.
8. All containers for the DOA/BOD/DSS shall include locks that are keyed alike and which must be secured upon delivery to the Record Center Storage Facility located in the dock area of the City Hall Complex, (south of 841 N. Broadway, west of 809 N. Broadway. Enter from Broadway or Wells Street.).
9. All containers for the MPD Maintenance Services Section shall include locks that are keyed alike and which must be secured upon delivery to the Maintenance Services Section dock located off State Street in the Police Administration Building located at 749 W State Street, Milwaukee, WI 53233.
10. All containers for the MPD Data Comm Center shall include locks that are keyed alike and which must be secured upon delivery to the Data Comm Center dock located off 50th Street between North Avenue and Lisbon Avenue. Address of Data Comm Center is 2333 N 49th Street, Milwaukee, WI 53210.
11. Vendor must provide one (1) key that can open all of the locked barrels used for interim storage and within the City Hall Complex Area. This key is to be managed by DOA/BOD/DSS management.
12. Vendor must provide one (1) key that can open all of the locked barrels used by the MPD, Maintenance Services Section and the Data Comm Center. The key for the MPD Maintenance Services Section is to be managed by Paul Raddatz and the Key for the Data Comm Center is to be maintained by James Reynolds.
13. Vendor's shredding facility shall be equipped with 24/7 camera surveillance.
14. Vendor personnel must be bonded and insured. Evidence of Bonding and Insurance must be provided upon request by the successful bidder prior to contract execution.
15. Vendor's facility must be equipped with shredding devices that are capable of destroying non-paper media such as microfilm rolls, film aperture cards, audio tapes, video tapes, X-Rays, and computer diskettes.

Notes:

- A. One (1) of the 95 gallon containers designated for disposing of paper media for the DOA/BOD/DSS Records Center, the MPD Maintenance Services Section and the MPD Data Comm Center shall be marked **“FOR DISPOSAL OF NON-PAPER MEDIA ONLY”**.
- B. Non-paper media shall be destroyed on a quarterly basis on an as needed basis at a mutually agreeable time. It is estimated that approximately 1200 pounds of such materials are disposed of annually through both the DOA/BOD/DSS/Records Center and the MPD.

- 16. It is estimated that 22 cu ft of X-Rays will be shredded annually.
- 17. All of the City of Milwaukee and MPD confidential paper records and paper-based materials must be 100 percent recycled.
- 18. All City of Milwaukee and MPD non-paper media records detailed above must be recycled whenever possible. If the non-paper media records cannot be recycled, the vendor shall be responsible for making the non-paper medial records illegible prior to their disposal.
- 19. City of Milwaukee and MPD confidential paper and non-paper media records, regardless of form, shall be shredded within three (3) business days of receipt. If vendor is unable to shred the paper and non-paper media within three (3) business days, the vendor is required to maintain these records in a secure manner until shredding is complete.
- 20. Vendor must submit certificate of destruction for all confidential records (paper and non-paper media) pickups with their invoices. The DOA/BOD/DSS Records Center, the MPD, Maintenance Services Section, and the Data Comm Center shall be invoiced separately for the shredding of their confidential paper and non-paper media records.
- 21. Invoicing and arrangements for pickup of all City confidential paper and non-paper media record barrels shall be addressed to and made by:

City of Milwaukee

Document Services, Records Center,

841 N. Broadway, Room B-2

Milwaukee, WI, 53202.

Contact Persons/Telephone: Jack Gaboury, Document Services Supervisor (1-414-286-3393), or, Jacquelyn Block, Document Services Manager (1-414-286-5478).

- 22. Invoicing and arrangements for pickup of confidential paper and non-paper media record barrels from the MPD shall be addressed to and made by:

City of Milwaukee

Police Department

Maintenance Services Section

749 W State Street

Milwaukee, WI 53233

Contact Person/Telephone: Paul Raddtz (1-414-935-7533)

City of Milwaukee
Police Department
Data Comm Center
2333 N 49th Street
Milwaukee, WI 53210
Contact Person/Telephone: James Reynolds (1-414-935-7654)

23. Vendor must provide evidence of certification by the National Association for Information Destruction, Inc., (NAID) with their bid, and shall maintain valid certification throughout the length of the contract term.
23. Vendor's transportation of records, destruction, storage practices, and disposal must be in compliance with all applicable local, state and federal records privacy and/or management laws related to the government records.

REF: SHREDDING SPECIFICATION – CITY WIDE-6-8-09