

LARIMER COUNTY BID #12-07
CONTAINER RENTAL, PAPER SHREDDING & RECYCLING SERVICES
FACILITIES DEPARTMENT
April 17, 2012 2:00 P.M.

Bids to consider the contracting with a company for container rental, paper shredding and recycling services for the Larimer County Facilities Department were received and opened on Tuesday, April 17, 2012 at 2:00 P.M. in the Purchasing Department. Bids were opened by Heather L. MacMillan, Purchasing Agent I, and recorded by Heather Michaels, Purchasing Agent II. The following bids were received:

<u>VENDOR</u>	<u>Confidential Paper Total</u>	<u>Single Stream Total</u>	<u>Cardboard Total</u>
Green Girl Recycling	\$1,195.20	\$396.00	\$408.00
Smart Document Management	\$2,278.92	\$1,232.50	\$340.00
Cintas	\$2,043.60	NO BID	NO BID
Apex Shredding	\$1,450.00	NO BID	NO BID
Schaeffer Enterprises	\$1,591.50	NO BID	NO BID
Waste Management	NO BID	\$2,420.00	\$603.00

No decision of award was made pending review and recommendation by the Larimer County Facilities Department.

The Larimer County Facilities Department reviewed the bids and recommends accepting the bid from Green Girl Recycling in the estimated annual amount of \$23,990.40, per the attached departmental recommendation.

The Larimer County Purchasing Department concurs with the above recommendation.



Kathryn Rowe
Purchasing Director



PURCHASING DEPARTMENT

Larimer County Courthouse
200 West Oak Street, Suite 4000
Fort Collins, Colorado 80522
(970) 498-5955
Fax (970) 498-5959

TO: Michael Kirk, Facilities Services Director
Bill Therrien, Facilities Support Services Supervisor

FROM: Heather MacMillan, Purchasing Agent I

DATE: April 17, 2012

SUBJECT: B12-07, Container Rental, Paper Shredding & Recycling Services

Transmitted for your review and recommendation, are the bids received to consider container rental, paper shredding & recycling services.

When you have completed your review of the bids, please prepare your recommendation on this form and return the form to me. If you do not recommend awarding the bid to the lowest bidder, please explain why. This document will be considered a public record and open to inspection.

I recommend awarding this bid to Green Girl Recycling Services in the estimated annual amount of \$24,422.40 for the following reasons:

Green Girl was the lowest bid for both confidential paper recycling and single stream recycling, and was the second-lowest bid for cardboard recycling. Smart Document Management, the low bidder for cardboard recycling, was contacted and indicated via email that they are not able to provide cardboard recycling only. Thus, Green Girl Recycling Services is the lowest bid, and most responsive and responsible vendor.

mac
\$23,990.40

THIS RECOMMENDATION MUST BE SIGNED BY THE DEPARTMENT HEAD

[Handwritten Signature]
DEPARTMENT HEAD SIGNATURE

FACILITIES SERVICES
DEPARTMENT

4/25/12
DATE

Thank you.

Confidential Paper = \$1195.20
Single stream = \$396.00
Cardboard = \$408.00

\$1999.20/mo
x 12 mo

\$23,990.40

Bill Therrien 4-23-12