

<b>RFP 3240 Document Destruction Services</b>									
<b>COST PROPOSAL INSTRUCTIONS</b>									
Contents of the cost proposal must be as follows:									
<b>1. Tab I - Title Page</b>									
The title page must include the following:									
<b>A.</b>		Cost Proposal for:			<b>Document Destruction Services</b>				
<b>B.</b>		RFP No:			<b>3240</b>				
<b>C.</b>		Proposer Information:			<b>Name:</b> American Document Destruction, Inc <b>Address:</b> 480 Coney Island Dr. Sparks, NV 89431				
<b>D.</b>		Proposal opening date:			<b>June 2, 2016</b>				
<b>E.</b>		Proposal opening time:			<b>2:00pm</b>				
<b>2. Tab II - Cost Proposal</b>									
<b>A.</b>		Cost proposal must be in the format identified in <b>Section 5, Project Costs</b> .							
<b>B.</b>		Proposers must provide a CD of their cost proposal within the master cost proposal.							
<b>3. Tab III - Cost Proposal Certification of Compliance with Terms and Conditions of RFP</b>									
<b>A.</b>		Proposers must include Attachment J, Cost Proposal Certification of Compliance with Terms and Conditions of RFP for <b>Section 5, Project Costs</b> within this section.							
		<b><i>There Doesn't Appear to be a section J labeled "Cost Proposal Certification of Compliance with Terms and Conditions of RFP" I have attached Attachment I which appears to be the correct Item.</i></b>							

<i>RFP 3240 Document Destruction Services</i>											
Northern Region											
<b>On-Site *</b>											
Metro: 1	City		Per Pound	Per Console	Per Banker Box	Per File Drawer	64 Gal. Toter	96 Gal. Toter	150 Gal. Tub	Per Stop Fee	Recycle Reimbursement
	Carson City	Paper	NA	\$12.00	\$4.00	\$9.00	\$25.00	\$30.00	\$125.00	\$25.00	\$0.015
	Reno										
			On-Site Media Shredding is not available								NA
Rural: 1	City		Per Lb.	Per Console	Per Banker Box	Per File Drawer	64 Gal. Toter	96 Gal. Toter	150 Gal. Tub	Per Stop Fee	Recycle Reimbursement
	Elko	Paper	NA	\$12.00	\$4.00	\$9.00	\$25.00	\$30.00	\$125.00	\$25.00	\$0.015
	Fallon										
	Fernley										
	Winnemucca										
	Yerington										
	Carlin	Media	On-Site Media Shredding is not available								NA
Rural: 2	City		Per Lb.	Per Console	Per Banker Box	Per File Drawer	64 Gal. Toter	96 Gal. Toter	150 Gal. Tub	Per Stop Fee	Recycle Reimbursement
	Ely***	Paper	NA	TBD	TBD	TBD	TBD	TBD	TBD	TBD	\$0.015
	Hawthorne***										
	Wells***										
		Media	On-Site Media Shredding is not available								NA

<i>RFP 3240 Document Destruction Services</i>											
Northern Region											
<i>Off-Site *</i>											
Metro: 1	City		Per Pound	Per Console	Per Banker Box	Per File Drawer	64 Gal. Toter	96 Gal. Toter	150 Gal. Tub	Per Stop Fee	Recycle Reimbursement
	Carson City	Paper	NA	\$8.00	\$2.00	\$4.50	\$14.00	\$21.00	\$65.00	\$0.00	\$0.015
	Reno										
		Media	NA	\$30.00	\$8.00	\$17.50	\$60.00	\$85.00	\$140.00	\$0.00	NA
Rural: 1	City		Per Lb.	Per Console	Per Banker Box	Per File Drawer	64 Gal. Toter	96 Gal. Toter	150 Gal. Tub	Per Stop Fee	Recycle Reimbursement
	Elko	Paper	NA	\$8.00	\$2.00	\$4.50	\$14.00	\$21.00	\$65.00	\$0.00	\$0.015
	Fallon										
	Fernley										
	Winnemucca										
	Yerington										
	Carlin	Media	NA	\$30.00	\$8.00	\$17.50	\$60.00	\$85.00	\$140.00	\$0.00	NA
Rural: 2	City		Per Lb.	Per Console	Per Banker Box	Per File Drawer	64 Gal. Toter	96 Gal. Toter	150 Gal. Tub	Per Stop Fee	Recycle Reimbursement
	Ely***	Paper	NA	TBD	TBD	TBD	TBD	TBD	TBD	TBD	\$0.015
	Hawthorne***										
	Wells ***										
		Media	NA	TBD	TBD	TBD	TBD	TBD	TBD	TBD	NA

<b>RFP 3240 Document Destruction Services</b>					
<b>5.1.1</b>	<b>Other Associated Costs</b>				
<b>Description</b>	<b>Cost - Metro</b>		<b>Cost -Rural 1</b>		<b>Cost -Rural 2</b>
				<b>Per (Unit)</b>	<b>Total</b>
<b>Hard Drive Destruction</b>	1-10 \$6 each 11-25 \$5 each 26+ \$4 each		1-10 \$6 each 11-25 \$5 each 26+ \$4 each		TBD
<b>On and Off Site Shredding minimum</b>	\$22.00		\$22.00		TBD
<b>Media Destruction Minimum</b>	\$45.00		\$45.00		TBD
<b>Hard Drive Destruction Minimum</b>	\$22.00 off -site		\$22.00 off -site		TBD
<b>Total</b>					
* Off-Site Notes - The off-site rates are available to all State agencies within Metro and Rural 1. Rural 2 areas can be serviced, and agencies are asked to contact American Document Destruction, Inc. for availability and pricing.					
** On-Site Notes - The on-site rates are starting rates. These rates may vary biased on volume and distance.					
*** Ely, Hawthorne, and Wells can be done monthly. Cost will vary depending on frequency and route.					
**** A fuel surcharge of \$6.00 per stop applies only when diesel costs rise above \$5.50 per gallon when service is being conducted.					
***** Purge services are always available for all locations. Purge rates may decrease over 150 cubic feet. Call for information.					
**** If the paper market drops to below \$100.00 per ton (Factored by Las Vegas FOB prices which are currently \$170), the paper reimburesment program will be suspended until it rises above the \$100 mark.					

<b>RFP 3240 Document Destruction Services</b>											
<b>Southern Region</b>											
<b>Metro:</b>	<b>City</b>		<b>Per Pound</b>	<b>Per Console</b>	<b>Per Banker Box</b>	<b>Per File Drawer</b>	<b>64 Gal. Toter</b>	<b>96 Gal. Toter</b>	<b>150 Gal. Tub</b>	<b>Per Stop Fee</b>	<b>Recycle Reimbursement</b>
	<b>Las Vegas - At Least Weekly Availability</b>	<b>Paper</b>	NA	\$4.00	\$1.50	\$3.00	\$8.00	\$12.00	NA - We do not carry these	\$15.00	\$0.015
	<b>Henderson - At Least Weekly Availability</b>										
	<b>Boulder City - At Least Weekly Availability</b>										
	<b>Pahrump - Available every 2 weeks</b>	<b>Media</b>	NA	\$25.00	\$6.00	\$12.00	\$48.00	\$72.00	NA - We do not carry these	\$25.00	NA
	<b>Laughlin - Available every 2 weeks</b>										
	<b>Jean - Available every 4 weeks</b>										
	<b>Primm - Available every 4 weeks</b>										
	<b>Alamo - Available every 8 weeks</b>										
	<b>Moapa - Available every 8 weeks</b>										
	<b>Pioche - Available every 8 weeks</b>										
<b>Rural:</b>	<b>City</b>		<b>Per Lb.</b>	<b>Per Console</b>	<b>Per Banker Box</b>	<b>Per File Drawer</b>	<b>64 Gal. Toter</b>	<b>96 Gal. Toter</b>	<b>150 Gal. Tub</b>	<b>Per Stop Fee</b>	<b>Recycle Reimbursement</b>
	<b>Tonopah</b>	<b>Paper</b>	NA	\$4.00	\$1.50	\$3.00	\$8.00	\$12.00	NA - We do not carry these	\$500.00	\$0.015
	<b>Indian Springs</b>										
		<b>Media</b>	NA	\$25.00	\$6.00	\$12.00	\$48.00	\$72.00	NA - We do not carry these	\$1,000.00	NA

<b>RFP 3240 Document Destruction Services</b>		
<b>5.1.1</b>	<b>Other Associated Costs</b>	
<b>Description</b>	<b>Cost - Metro</b>	<b>Cost -Rural</b>
<b>Hard Drive Destruction</b>	1-10 \$6 each 11-25 \$5 each 26+ \$4 each	1-10 \$6 each 11-25 \$5 each 26+ \$4 each
<b>On and Off Site Shredding minimum</b>	\$19.00	\$500.00
<b>Media Destruction Minimum</b>	\$45.00	\$1,000.00
<b>Hard Drive Destruction Minimum</b>	\$22.00 off -site / \$200.00 on-site	\$500.00 off -site / \$1000.00 on-site
<b>Total</b>		
<b>** On-Site Notes - The on-site rates are starting rates. These rates may vary biased on volume and distance.</b>		
<b>**** A fuel surcharge of \$6.00 per stop applies only when diesel costs rise above \$5.50 per gallon when service is being conducted.</b>		
<b>**** If the paper market drops to below \$100.00 per ton (Factored by Las Vegas FOB prices which are currently \$170), the paper reimbursement program will be suspended until it rises above the \$100 mark.</b>		