

# AWARD RECOMMENDATION

**Notice of Intent to Award Number: 220000000768**

The Department of Technology, Management and Budget’s Procurement office has completed the evaluation of RFP 220000002457 for Statewide Confidential Document Destruction Services and has recommended an award to The Rapid Group, LLC in the amount of \$436,130.00, pending State Administrative Board approval, if applicable. More information on the State Administrative Board can be found at: [State Administrative Board](#).

Bidders who were not recommended for the award are encouraged to schedule a debriefing session with the Solicitation Manager. The debriefing session will provide the bidder with the State’s rationale on why the bidder was not recommended for the award. The Solicitation Manager may be contacted as follows:

Nichole Harrell, Solicitation Manager.  
 Harrelln@michigan.gov  
 (517) 449-9245

**Background Information:**

This Request for Proposal (RFP) was to solicit responses for selection of a Contractor to provide Confidential Document Destruction Services for the State of Michigan. The term of this contract is five (5), with up to five (5) additional one-year renewal options.

**Bidders:**

The RFP was posted on SIGMA VSS on June 6, 2022, for 33 days. The following bidders submitted proposals by the published due date of July 8, 2022.

Bidder	Address, City, State, Zip Code	SDVOB*
The Rapid Group, LLC	P.O. Box 248, Grandville, MI 49468	No
N/A	N/A	N/A

\*SDVOB: Service-Disabled Veteran Owned Business

# EVALUATION SYNOPSIS

## I. Evaluation Process

A Responsible Vendor is a vendor that demonstrates it has the ability to successfully perform the duties identified by the solicitation. A Responsive proposal is one that is submitted in accordance with the solicitation instructions and meets all mandatory requirements identified in the solicitation.

### Proposal Instructions: Evaluation Process

The State will evaluate each proposal based on the following factors:

	Technical Evaluation Criteria	Weight
1.	Statement of Work Requirements – Schedule A – Statement of Work, Except Section 3	60
2.	Document Destruction Staffing – Schedule A – Statement of Work, Section 3	15
3.	Vendor Questions Worksheet – Background and Experience, Section 5	25
	<b>Total</b>	100

Proposals receiving 80 or more technical evaluation points will have pricing evaluated and considered for award.

The State may utilize all bidder information, without regard to a proposal’s technical score, to determine fair market value for goods or services sought. The State is not obligated to accept the lowest price proposal. If applicable, the State’s evaluation will include consideration of a bidder’s qualified disabled veterans/service-disabled veteran owned business(QDV/SDVOB) status under MCL 18.1261(8). Additional information on the SDVOB preference is available at: Michigan.gov/SDVOB.

The State strongly encourages strict adherence to the Contract Terms. The State reserves the right to deem a bid non-responsive for failure to accept the Contract Terms. Nevertheless, the bidder may submit proposed changes to the Contract Terms in track changes (i.e., visible edits) with an explanation of the bidder’s need for each proposed change. Failure to include track changes with an explanation of the bidder’s need for the proposed change constitutes the bidder’s acceptance of the Contract Terms. General statements, such as that the bidder reserves the right to negotiate the terms and conditions, may be considered non-responsive.

The State may but is not required to conduct an on-site visit to tour and inspect the bidder’s facilities; require an oral presentation of the bidder's proposal; conduct interviews, research, reference checks, and background checks; and request additional price concessions at any point during the evaluation process.

The full evaluation process is stated in the RFP Proposal Instructions.

## II. Evaluation Method

Responses to this solicitation were reviewed by the Solicitation Manager in collaboration with a Joint Evaluation Committee, which consisted of the following individuals:

Voting	Advisory
Caryn Wojcik, Senior Records Analyst, Department of Technology, Management and Budget (DTMB)	Brice Sample, Records Manager, Department of Technology, Management and Budget (DTMB)
Ethan Todd, Buyer, Michigan Department of Corrections (MDOC)	Lisa Schaible, Contract Monitor, Michigan Department of Corrections (MDOC)
Nichole Harrell, Category Analyst, Department of Technology, Management and Budget (DTMB)	

## III. Evaluation Results

### A. The Rapid Group, LLC

The Evaluation Team determined that The Rapid Group, LLC, based on a score of 100, did meet the requirements of this RFP. This determination was accomplished by evaluating their responses to the Technical Evaluation Criteria.

#### 1. Statement of Work Requirements – Schedule A, Statement of Work, Except Section 3.

The Evaluation Team determined that overall, the responses were satisfactory, with no deficiencies noted.

60/60

#### 2. Document Destruction Staffing - Schedule A – Statement of Work, Section 3.

The Evaluation Team determined that overall, the responses were satisfactory, with no deficiencies noted.

15/15

#### 3. Vendor Questions Worksheet, Background and Experience, Section 5.

The Evaluation Team determined that overall, the responses were satisfactory, with no deficiencies noted.

25/25

**Total Score: 100/100**

#### IV. Technical Evaluation Summary

Selection Criteria		The Rapid Group, LLC
1	Statement of Work Requirements – Schedule A – Statement of Work, Except Section 3	60
2	Document Destruction Staffing – Schedule A – Statement of Work, Section 3	15
3	Vendor Questions Worksheet – Background and Experience, Section 5	25
<b>Total</b>		<b>100</b>

#### V. Pricing Summary

Pricing was evaluated for the bidders who passed technical. The following is a summary of their price proposals:

For Zones 7 and 10						
Item	Description	Estimated Number of Stops	Stop Charge (if applicable)	Unit Price per Pound	Estimated Pounds per Year	One Year Total Price
1	Pick-up and destruction of Confidential Records in lots exceeding 1 ton (2,000 lbs) in weight (est. 14% by volume).	150	\$33	\$0.01	473,000	\$9,680
2	Pick-up and destruction of Confidential Records in lots weighing between 500 lbs and 1 ton (2,000 lbs) (est. 46% by volume).	950	\$33	\$0.00	1,450,000	\$31,350
3	Pick-up and destruction of Confidential Records in lots weighing less than 500 lbs. (est. 40% by volume) Minimum Charge	1600	\$25	\$0.00	1,260,000	\$40,000
4	Pick-up and destruction of other non-paper media such as magnetic tape, video tapes, driver licenses, uniforms, microfiche, computer disks, etc.	As Needed	\$25	\$0.20	31,000	\$6,200
5	Container delivery with no associated pick up at the location. (Note: This delivery charge for all other Zones will be the Stop Charge listed on the off-site pricing table)	As Needed	\$25	N/A	N/A	N/A
Total One Year Price (Zone 7 and 10):					\$87,230	
<b>Total Five-Year Price (Zone 7 and 10) FOR PICK-UP AND DESTRUCTION:</b>					\$436,130	

Footnote: Stop Charge for non-paper media will only apply if only non-paper media is picked up. If paper is also picked up at the same time, then this non-paper stop charge will not apply, only the unit price per pound.

\* Pricing for facilities not located within Eaton, Ingham, and Wayne counties (All zones except 7). Agencies outside the three counties listed above, are not under Contractual obligation to use this Contract. State of Michigan

facilities not located within Eaton, Ingham, and Wayne counties, who choose to use this Contract and are within the Contractor’s standard service areas and can be picked up in conjunction with regularly scheduled service, may be accommodated.

Zone	Item	Estimated Number of Stops	Stop Charge (if applicable)	Unit Price per pound	Estimated Pounds per Year	One Year Total Price
1	Minimum Stop Charge (per each if applicable) & price per pound	As Needed	\$100	\$0.12	As Needed	As Needed
2	Minimum Stop Charge (per each if applicable) & price per pound	As Needed	\$50	\$0.07	As Needed	As Needed
3	Minimum Stop Charge (per each if applicable) & price per pound	As Needed	\$75	\$0.07	As Needed	As Needed
4	Minimum Stop Charge (per each if applicable) & price per pound	As Needed	\$33	\$0.07	As Needed	As Needed
5	Minimum Stop Charge (per each if applicable) & price per pound	As Needed	\$33	\$0.07	As Needed	As Needed
6	Minimum Stop Charge (per each if applicable) & price per pound	As Needed	\$33	\$0.07	As Needed	As Needed
8	Minimum Stop Charge (per each if applicable) & price per pound	As Needed	\$33	\$0.07	As Needed	As Needed
9	Minimum Stop Charge (per each if applicable) & price per pound	As Needed	\$33	\$0.07	As Needed	As Needed
Total One Year Price (All Zones Except 7 and 10):					As Needed	
<b>Total Five-Year Price (All Zones Except 7 and 10) FOR STOP CHARGE:</b>					<b>As Needed</b>	

\$50 per person-hour labor charge – This will apply for confidential shred services that require labor in excess of 30 minutes at a specific location to carry material from storage to truck. The charge must be per-approved by that location.

Pricing for on-site shredding			
Zone	Route Stop Charge	Non-Route Stop Charge	Unit Price per Pound
1	\$100	\$200	\$0.30
2	\$50	\$100	\$0.15
3	\$75	\$150	\$0.15
4	\$50	\$75	\$0.15
5	\$50	\$100	\$0.15
6	\$50	\$100	\$0.15
7	\$50	\$75	\$0.15
8	\$50	\$100	\$0.15
9	\$50	\$100	\$0.15
10	\$50	\$100	\$0.15

The stop charge will vary based on zone. If the service location is able to be serviced on an established route of the Contractor, the Contractor will charge the stop charge and the unit price per pound charge. If the agency cannot be scheduled on an established route, the Contractor will charge the non-route stop fee and unit price per pound. The Contractor will inform the agency of these choices in writing and will

work with the agency on schedule. A copy of the customer notification will be included with the monthly invoice. The service time constraint will be suspended for on-site destruction to allow the Contractor to build a route to eliminate the premium charge.

<b>Lost Container Fee</b>	
<b>Container Description</b>	<b>Fee</b>
Wooden shredding console	\$ 85.00
64-gallon shred cart	\$ 90.00
96-gallon shred cart	\$ 95.00
Standard padlock	\$ 8.00

Total Five-Year Price (Zone 7 and 10):	\$436,130
Total Five-Year Price (All Zones Except 7 and 10):	AS NEEDED
<b>TOTAL FIVE_YEAR PRICE FOR ON-SITE SHREDDING:</b>	<b>As needed</b>
<b>TOTAL FIVE_YEAR ESTIMATED CONTRACT VALUE FOR CONFIDENTIAL DOCUMENT DESTRUCTION</b>	<b>\$436,130</b>

## VI. Negotiations

All responsive and responsible bidders were asked to provide second round pricing clarifications and offers, and pricing did not change.

## VII. Award Recommendation

Award recommendation is made to the responsive and responsible Bidder who offers the best value to the State of Michigan. Best value is based on the proposal meeting the minimum point threshold and offering the best combination of the factors stated in the *Proposal Instructions Evaluation Process* section, and price.

As part of the best value determination, overall economic impact to the State of Michigan was considered and is not a determinative factor in making this award.

Award Recommendation is made to The Rapid Group, LLC in the amount of \$436,150.00.