



*Savannah-Chatham County Public School System*

208 Bull Street / Savannah, Georgia 31401 / 912.395.5600

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December 14, 2021

River Mill Data Management dba Savannah Shredding  
Attention: John Barwick III, President  
2715 1<sup>st</sup> Ave, Bldg 6A  
Columbus, Georgia 31902

**Subject: RFP 22-09 Document Destruction (Annual Contract) Primary**

Dear Mr. Barwick,

Please be advised that the Savannah-Chatham County Public School System has selected your firm to receive the Primary vendor award of the solicitation referenced above. The Secondary award will go to Record Services, Inc. The enclosed Contract for Goods and/or Services, once authorized by both parties, will serve as the contract. The executed document should be returned via email to [purchasing@sccpss.com](mailto:purchasing@sccpss.com) or faxed to (912) 201-7648 on or before **Tuesday, December 21, 2021**.

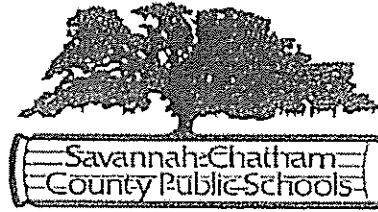
Any concerns related to this recommended award should be forwarded to my attention prior to the close of business, Monday, December 20, 2021 via fax at (912) 201-7648.

Vendors providing equipment or services prior to a fully executed contract and the issuance of a purchase order do so at their own risk and the school district shall not be held liable. Thank you for your interest in doing business with our school system. We look forward to a successful partnership throughout the duration of this contract.

Sincerely,

  
Sabrina L. Scales, NIGP-CPP, CPPB  
Purchasing Director

cc: File



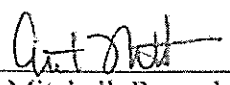
PURCHASING DEPARTMENT

TO: Anita Mitchell, Records Management Manager  
FROM: Roger Roriex, Purchasing Agent  
DATE: November 30, 2021  
SUBJECT: RFP 22-09 Document Destruction Services (Annual Contract)

Attached is the final scoring matrix to include cost which details the final ranking of the three (3) vendors who submitted proposals for **RFP 22-09 Document Destruction Services (Annual Contract)**. The Purchasing Department requests that a recommendation for the award be made for this solicitation.

Please provide your recommendation for award, in writing, to Purchasing by email to [roger.roriex@sccpss.com](mailto:roger.roriex@sccpss.com).

Recommended Vendor(s): \_\_\_\_\_  
River Mill Management (Primary)  
\_\_\_\_\_  
Record Services (Secondary)  
\_\_\_\_\_  
\_\_\_\_\_

Signature:   
Anita Mitchell, Records Management Manager

cc: file

Evaluation Criteria	Max Points	Ultrashred Technologies	Points
<p><b>Company Experience and Certifications:</b></p> <ol style="list-style-type: none"> <li>Company headquarters location and a list of any local offices.</li> <li>Description of personnel, with industry certifications, by location.</li> <li>Intention to outsource: detailed summary of services that will be outsourced; firms to be included in performing any of the requirements</li> <li>Provide a detailed summary of your firms experience with document destruction services.</li> </ol>	15	<p><b>Strengths:</b></p> <ol style="list-style-type: none"> <li>Only summary provided</li> <li>Brief description of Experiences</li> </ol> <p><b>Weaknesses:</b></p> <ol style="list-style-type: none"> <li>Information related to outsourcing not provided</li> <li>Only a summary provided – no description of personnel, experience, or local offices</li> <li>No description of personnel, certifications, or any other detailed services provided by the company</li> </ol>	<p>7</p> <p>1</p> <p>5</p>
<p><b>References:</b></p> <p>Three (3) references from school divisions or local, county, state or federal organizations with a similar size and scope of work. Companies with an existing or former relationship with SCCPSS will have an SCCPSS performance evaluation as one of the three references.</p>	5	<p><b>Strengths:</b></p> <ol style="list-style-type: none"> <li>References submitted</li> <li>None found in this area</li> </ol> <p><b>Weaknesses:</b></p> <ol style="list-style-type: none"> <li>Unable to check references, as there were no contact numbers provided</li> <li>No references provided</li> <li>No references was provided</li> </ol>	<p>3</p> <p>1</p> <p>1</p>
<p><b>Description of Service:</b></p> <p>Detailed description of the process used to come onsite to destroy paper documents and electronic media. Must include your guaranteed response time and destruction methodology.</p>	20	<p><b>Strengths:</b></p> <ol style="list-style-type: none"> <li>None provided</li> <li>Brief description of services provided</li> </ol> <p><b>Weaknesses:</b></p> <ol style="list-style-type: none"> <li>Description of services needed</li> <li>Destruction methodology is not apparent</li> <li>Did not provide detailed description of process or methodology</li> <li>A more detailed description of services provided would have worked.</li> </ol>	<p>7</p> <p>1</p> <p>5</p>
<p><b>Certifications/Audits:</b></p> <p>List of your certifications and copies of the findings from your last four audits by the certification company.</p>	20	<p><b>Strengths:</b></p> <ol style="list-style-type: none"> <li>Certification listed</li> </ol> <p><b>Weaknesses:</b></p> <ol style="list-style-type: none"> <li>No audit information provided</li> <li>No documentation showing certification, recent audits, or staff certifications</li> <li>The summary provided on surface sounds solid, however my score reflects the lack of additional documentation and references - image of shred quality was good</li> <li>Company did not provide any Certifications or Audits</li> </ol>	<p>5</p> <p>2</p> <p>1</p>
<p><b>TOTAL TECHNICAL SCORE</b></p>	60		13.00

Evaluation Criteria	Max Points	Ultrashred Technologies	Points
COST SCORE	40		12.00
TOTAL (TECHNICAL + COST) SCORE	100		25.00

Evaluation Criteria	Max Points	River Mill Data Management	Points
<p><b>Company Experience and Certifications:</b></p> <ol style="list-style-type: none"> <li>5. Company headquarters location and a list of any local offices.</li> <li>6. Description of personnel, with industry certifications, by location.</li> <li>7. Intention to outsource; detailed summary of services that will be outsourced; firms to be included in performing any of the requirements</li> <li>8. Provide a detailed summary of your firms experience with document destruction services.</li> </ol>	15	<p><b>Strengths:</b></p> <ol style="list-style-type: none"> <li>1. Company headquarters and satellite offices provided; Local office with two trucks available for service</li> <li>Company personnel provided for sites within the region</li> <li>Detailed summary of services</li> <li>20 years in shredding business; 15 with NAID certification</li> <li>2. Local, certifications, details on every aspect of the process</li> <li>3. Very detailed descriptions of location, certifications, personnel and the company's experience</li> </ol> <p><b>Weaknesses:</b></p> <ol style="list-style-type: none"> <li>1. One service vehicle to be used in Savannah area is older than others.</li> <li>2. Concern of lack of local staff and time with company</li> </ol>	12 10 15
<p><b>References:</b></p> <p>Three (3) references from school divisions or local, county, state or federal organizations with a similar size and scope of work. Companies with an existing or former relationship with SCCPSS will have an SCCPSS performance evaluation as one of the three references.</p>	5	<p><b>Strengths:</b></p> <ol style="list-style-type: none"> <li>1. Adequate references</li> <li>2. Provided References</li> <li>3. Company provided references</li> </ol> <p><b>Weaknesses:</b></p> <ol style="list-style-type: none"> <li>2. Not clear on what the dissatisfactory audit provided was indicating</li> </ol>	5 3 5

Evaluation Criteria	Max Points	River Mill Data Management	Points
<p><u>Description of Service:</u></p> <p>Detailed description of the process used to come onsite to destroy paper documents and electronic media. Must include your guaranteed response time and destruction methodology.</p>	20	<p><u>Strengths:</u></p> <ol style="list-style-type: none"> <li>1. Provided detailed description of services.</li> <li>2. <u>Very clear on response time, method of destruction, and where it the destroyed documents will be brought to be further destroyed. Additional destruction is performed locally (sonoco)</u></li> <li>3. Company provided a very detailed description of how paper and media will be destroyed. They also provided makes and models of vehicles used to perform the shredding.</li> </ol> <p><u>Weaknesses:</u></p> <ol style="list-style-type: none"> <li>3. Only concern is the amount trucks provide for the Savannah area.</li> </ol>	<p>20</p> <p>20</p> <p>15</p>
<p><u>Certifications/Audits:</u></p> <p>List of your certifications and copies of the findings from your last four audits by the certification company.</p>	20	<p><u>Strengths:</u></p> <ol style="list-style-type: none"> <li>1. Provided proof of certification. Provided proof of audits with details</li> <li>2. <u>Audits provided and certifications and what is required of all employees</u></li> <li>3. Company provided great detailed audits and certifications.</li> </ol> <p><u>Weaknesses:</u></p> <ol style="list-style-type: none"> <li>2. One audit not satisfactory concerning processes and documentation?</li> </ol>	<p>20</p> <p>19</p> <p>20</p>
<b>TOTAL TECHNICAL SCORE</b>	60		54.67
<b>COST SCORE</b>	40		40.00
<b>TOTAL (TECHNICAL + COST) SCORE</b>	100		94.67

Evaluation Criteria	Max Points	Record Services	Points
<p><b>Company Experience and Certifications:</b></p> <ol style="list-style-type: none"> <li>1. Company headquarters location and a list of any local offices.</li> <li>2. Description of personnel, with industry certifications, by location.</li> <li>3. Intention to outsource; detailed summary of services that will be outsourced; firms to be included in performing any of the requirements</li> <li>4. Provide a detailed summary of your firms experience with document destruction services.</li> </ol>	15	<p><b>Strengths:</b></p> <ol style="list-style-type: none"> <li>1. Provides the company address and location.</li> <li>Provides adequate information regarding company personnel</li> <li>Has 20 years' experience in document destruction</li> <li>2. Listed experience and locations</li> <li>3. Company provided very detailed experience and current companies that this vendor is currently working with.</li> </ol> <p>Company also provided a detailed description of their headquarters and their moto.</p> <p><b>Weaknesses:</b></p> <ol style="list-style-type: none"> <li>1. Total number of employees dedicated to this area not provided</li> <li>2. Does not list exactly where the records are transferred for further destruction and repulping</li> <li>3. No personnel descriptions were listed</li> </ol>	11 10 12
<p><b>References:</b></p> <p>Three (3) references from school divisions or local, county, state or federal organizations with a similar size and scope of work. Companies with an existing or former relationship with SCCPSS will have an SCCPSS performance evaluation as one of the three references.</p>	5	<p><b>Strengths:</b></p> <ol style="list-style-type: none"> <li>1. Adequate references provided</li> <li>Has experience with other school systems</li> <li>2. <u>History with District</u></li> <li>3. Company provided 4 detailed references</li> </ol> <p><b>Weaknesses:</b></p>	5 5 5
<p><b>Description of Service:</b></p> <p>Detailed description of the process used to come onsite to destroy paper documents and electronic media. Must include your guaranteed response time and destruction methodology.</p>	20	<p><b>Strengths:</b></p> <ol style="list-style-type: none"> <li>1. Description of services given are adequate</li> <li>2. Detailed methodology and response time</li> <li>3. Description of services was very detailed</li> </ol> <p><b>Weaknesses:</b></p> <ol style="list-style-type: none"> <li>1. Sample of material destroyed does not meet standard outlined</li> <li>2. Image of shred quality leaves much room for security breach due to sizes of document pieces</li> <li>3. Nothing was provided about where documentation is taken after shred.</li> </ol>	15 15 18

Evaluation Criteria	Max Points	Record Services	Points
<u>Certifications/Audits:</u>  List of your certifications and copies of the findings from your last four audits by the certification company.	20	<u>Strengths:</u> 1. Adequate certification provided 2. Certifications listed 3. Certifications was provided  <u>Weaknesses:</u> 1. No audit information provided 2. Did not provide copies of last 4 audits 3. No audits were included	10 15 15
TOTAL TECHNICAL SCORE	60		45.33
COST SCORE	40		18.00
TOTAL (TECHNICAL + COST) SCORE	100		63.33

