



## **Request for Quotations for Shredding Services**

**Quotation Number 2025-05-28**

The Town of Whitecourt is seeking qualified quotations for on-site shredding services for five Town facilities located in the Town of Whitecourt for the period of August 1, 2025 to July 31, 2028 with the option to renew for an additional three years.

### **Volumes**

Once monthly service is required at the following locations:

- Whitecourt Town Office (4 consoles);
- Allan & Jean Millar Centre (2 consoles);
- Town Shop (1 console);
- Fire Hall (1 console);

Quarterly service is required at the following location:

- Carlan Services Community Resource Centre (1 console)

### **Vendor Requirements**

1. All shredding to be done on-site at the property for all locations.
2. Locked storage consoles (20" x 20" x 36") for our office spaces must be provided as required, free of charge. These shall be designed to appropriately fit into a professional office setting, be in new condition and must all be front-loading, key-locked units.
3. Vendor employees must be fully bonded and proof of same provided to the Town of Whitecourt prior to commencement of services.
4. Vendor policies/procedures on maintaining confidentiality must be provided in detail.
5. Must provide a Certificate of Insurance stipulating a minimum \$2Million per occurrence Commercial General Liability insurance with the Town of Whitecourt named as *additional insured*.
6. Named business references from at least three companies of similar size and level of usage must be provided.
7. Must be able to destroy all types of media and provide Certificate of Destruction on-site following completion of scheduled services as requested.
8. Vendor must be willing to enter into a written contract provided by the Town of Whitecourt to reflect the criteria and related conditions set out in this Request for Quotation.
9. Vendor must include a detailed explanation of what happens to shredded material once it has been destroyed and arrives at final location.
10. Vendor must provide a schedule for shredding dates.

### **Pricing**

Pricing must be provided per console, excluding taxes, for the three year period of the agreement and potential extension period. The vendor must also provide a separate cost per box (banker boxes) for any extra materials that may require destruction from time to time.

## **Submission Information**

Written quotations or electronic versions submitted by email; marked "Request for Quotation – Shredding Services," must be received at:

**Town of Whitecourt**  
**Box 509**  
**Whitecourt, AB T7S 1N6**  
**Wendy Grimstad-Davidson**  
**Executive Assistant**  
[wendydauidson@whitecourt.ca](mailto:wendydauidson@whitecourt.ca)

Prior to: Wednesday, June 25, 2025 at 3:30pm.

Electronic submissions will be accepted; however, proponents are cautioned that the closing time is based on when the quotation is received by the Town and NOT when a quotation is submitted by the proponent. It is the sole responsibility of the proponent to be mindful of the length of time for the quotation to be transmitted due to file transfer size, transmission speed, or other factors. The Town shall not be responsible for any failure to receive email submissions sent by the proponent, and proponents are encouraged to take steps to ensure their quotation has been received in advance of the deadline.

A contract will not necessarily be awarded. Submitters will be notified if this is the case. Unsuccessful bidders will be notified of an award automatically; however, explanations will only be supplied on request of the individual submitter.

## **Vendor Communications**

Vendor questions can be directed to Wendy Grimstad-Davidson, Executive Assistant, at 780-778-2273 or by email to [wendydauidson@whitecourt.ca](mailto:wendydauidson@whitecourt.ca).



**Price Quote for On-site Shredding  
for the  
Town of Whitecourt**

All bids must be submitted on this form. Bids not submitted on this form will not be considered.

Provider Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Price per console \$ \_\_\_\_\_

Other costs:

Mileage/Fuel Charges \$ \_\_\_\_\_

Extra shredding (per banker's box) \$ \_\_\_\_\_

**Mandatory Criteria:**

- ☐ On-site shredding
- ☐ Locked storage consoles
- ☐ Provide proof of \$2 million dollars per occurrence Commercial General Liability insurance
- ☐ Employees fully bonded and identifiable (provide proof)
- ☐ Copies of policies/procedures related to confidentiality included

These prices are correct as quoted herein and will remain in effect for no less than sixty (60) days from RFQ (Request For Quotation) closing date.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_