**RFP 22-68162**

**Document Destruction Services**

**ATTACHMENT E**

**INSTRUCTIONS: Please provide answers in the shaded areas to all questions. Reference all attachments in the shaded area.**

***Business Proposal***

* + 1. **General -** Please introduce or summarize any information the Respondent deems relevant or important to the State’s successful acquisition of the products and/or services requested in this RFP.

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| Shredding and Storage Unlimited, LLC is a locally Indiana owned and operated company headquartered in Bloomington, Indiana with additional warehouse space in Bedford, Indiana. We operate 8 Mobile Shred Trucks, 3 Box Trucks, and 2 vans throughout the state of Indiana. We currently have the capacity to shred over 40,000 pounds of paper per hour. We have strong relationships with container providers and utilize multiple options when sourcing containers to minimize the risk of a container company not being able to supply containers. We have been performing shredding service for the State of Indiana in a major way since 2017 and we currently perform over 300 on-site shredding services for State of Indiana locations on a monthly basis. This includes at least monthly service in every county in the State. In 2022 we will perform over 20,000 shredding services in the State of Indiana. |

* + 1. **Respondent’s Company Structure** - Please include in this section the legal form of the Respondent’s business organization, the state in which formed (accompanied by a certificate of authority), the types of business ventures in which the organization is involved, and a chart of the organization. If the organization includes more than one (1) product division, the division responsible for the development and marketing of the requested products and/or services in the United States must be described in more detail than other components of the organization. Please enter your response below and indicate if any attachments are included.

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| Shredding and Storage Unlimited, LLC is a Limited Liability S Corporation formed in Indiana. The Certificate of Authority is included. We are a single division company that provides the services of record storage and shredding of documents and other media. The company is 50% owned and operated by Dan Gornall (Member, President of Operations) and Chrisy Gornall (Member, President of Finances). Josh Gornall (Operations Manager) and Diane Eubanks serve on the board along with Dan Gornall and Chrisy Gornall. The company is completely focused on Indiana customers and is headquartered and operates out of Bloomington, Indiana. |

* + 1. **Respondent’s Diversity, Equity and Inclusion Information -** With the Cabinet appointment of a Chief Equity, Inclusion and Opportunity Officer, on February 1, 2021, the State of Indiana sought to highlight the importance of this issue to the state. Please share leadership plans or efforts to measure and prioritize diversity, equity, and inclusion. Also, what is the demographic compositions of Respondents’ Executive Staff and Board Members, if applicable.

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| Shredding and Storage Unlimited, LLC is 50% women owned. 50% of the board member and 50% of the executive staff are also women. Our staffing goal is at least 25% woman and at least 10% minority. In purchasing We makes a full effort to work with Women, Minority, and Veteran owned businesses when possible. Containers used for this service will be provided by American Container Equipment & Supplies, a Service Disabled Veteran Owned Small Business based in Georgia. The background checks, uniforms, and all marketing material are provided by women owned businesses based in Indiana. |

* + 1. **Company Financial Information** - This section must include documents to demonstrate the Respondent’s financial stability. Examples of acceptable documents include most recent Dunn & Bradstreet Business Report (preferred) or audited financial statements for the two (2) most recently completed fiscal years. If neither of these can be provided, explain why, and include an income statement and balance sheet, for each of the two most recently completed fiscal years.

If the documents being provided by the Respondent are those of a parent or holding company, additional information should be provided for the entity/organization directly responding to this RFP. That additional information **should explain the business relationship between the entities and demonstrate the financial stability of the entity/organization which is directly responding to this RFP.**

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| We are not a public company and are not required and do not have audited financial statements. Income Statements and Balance Sheets for 2020 and 2021 are attached in the file marked confidential:  23-68162\_L\_CONFIDENTIAL  23-68162\_M\_CONFIDENTIAL  23-68162\_N\_CONFIDENTIAL  23-68162\_O\_CONFIDENTIAL |

* + 1. **Integrity of Company Structure and Financial Reporting** - This section must include a statement indicating that the CEO and/or CFO, of the responding entity/organization, has taken personal responsibility for the thoroughness and correctness of any/all financial information supplied with this proposal. The areas of interest to the State in considering corporate responsibility include the following items: separation of audit functions from corporate boards and board members, if any, the manner in which the organization assures board integrity, and the separation of audit functions and consulting services. The State will consider the information offered in this section to determine the responsibility of the Respondent under IC 5-22-16-1(d).

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| I, Chrisy Gornall, Member and Presidents of Finances, take personal responsibility in the thoroughness and correctness of any/all financial information supplied with this proposal. All audit functions will be independent of the board, members and consulting services. |

* + 1. **Contract Terms/Clauses** - Please provide the requested information in RFP Section 2.3.6. Additional rows may be added if necessary.

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| **Contract Term**  **Identifier and Header** | **Suggested Language Change** | **Rationale for suggested change** |
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* + 1. **References** - Reference information is captured on **Attachment H** Respondent should complete the reference information portion of the **Attachment H** which includes the name, address, and telephone number of the client facility and the name, title, and phone/fax numbers of a person who may be contacted for further information if the State elects to do so. The rest of **Attachment H** should be completed by the reference and **emailed DIRECTLY** to the State. The State should receive three (3) **Attachment Hs** from clients for whom the Respondent has provided products and/or services that are the same or similar to those products and/or services requested in this RFP. **Attachment H** should be submitted to [idoareferences@idoa.in.gov](mailto:idoareferences@idoa.in.gov). **Attachment H** is due on the date listed in Section 1.24 of the RFP. Please provide the customer information for each reference.

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| **Customer 1** |  |
| Legal Name of Company or Governmental Entity | First Insurance Group |
| Company Mailing Address | 1405 N College Ave |
| Company City, State, Zip | Bloomington, IN 47404 |
| Company Website Address | figprotects.com |
| Contact Person | Lance Eberle |
| Contact Title |  |
| Company Telephone Number | 812-355-4601 |
| Company Fax Number | 812-331-3233 |
| Contact E-mail | lancee@figprotects.com |
| Industry of Company | Insurance Agency |
| **Customer 2** |  |
| Legal Name of Company or Governmental Entity | Document Storage & Destruction |
| Company Mailing Address | PO Box 5064 |
| Company City, State, Zip | Bloomington, IN 47407-5064 |
| Company Website Address |  |
| Contact Person | JC Hulls |
| Contact Title | Owner |
| Company Telephone Number | 812-327-6838 |
| Company Fax Number |  |
| Contact E-mail | jc.documentstorage@gmail.com |
| Industry of Company | Document Management |
| **Customer 3** |  |
| Legal Name of Company or Governmental Entity | German American Bank |
| Company Mailing Address | 504 N College Ave |
| Company City, State, Zip | Bloomington, IN 47404 |
| Company Website Address | Germanamerican.com |
| Contact Person | Everett Southern |
| Contact Title | Regional Vice President, Commercial Banking |
| Company Telephone Number | 812-355-6023 |
| Company Fax Number | 812-339-6589 |
| Contact E-mail | [Everett.southern@germanamerican.com](mailto:Everett.southern@germanamerican.com) |
| Industry of Company | Bank |

* + 1. **Registration to do Business** – Per RFP 2.3.8,Respondents providing the products and/or services required by this RFP must be registered to do business by the Indiana Secretary of State. The Secretary of State contact information may be found in Section 1.18 of the RFP. This process must be concluded prior to contract negotiations with the State. It is the successful Respondent’s responsibility to complete the required registration with the Secretary of State. Please indicate the status of registration, if applicable. Please clearly state if you are registered and if not provide an explanation.

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| Shredding and Storage Unlimited, LLC is registered to do business by the Indiana Secretary of State. See attachment 68162\_AttQ.pdf |

* + 1. **Authorizing Document -** Respondent personnel signing the Executive Summary of the proposal must be legally authorized by the organization to commit the organization contractually. This section shall contain proof of such authority. A copy of corporate bylaws or a corporate resolution adopted by the board of directors indicating this authority will fulfill this requirement. Please enter your response below and indicate if any attachments are included.

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| A copy of the Articles of Incorporation that includes Chrisy Gornall is attached.  68162\_AttP.PDF |

* + 1. **Diversity Subcontractor Agreements** -

1. Per RFP Section 1.21, Minority & Women’s Business Enterprises (MBE/WBE), and 1.22 Indiana Veteran Owned Small Business Subcontractor (IVOSB), explain process followed to engage with potential MBE, WBE and IVOSB owned, Indiana certified businesses listed on Division of Supplier Diversity site. List the businesses invited to discuss the opportunity for potential partnership.

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| N/A |

1. If not proposing each MBE, WBE or IVOSB subcontractor partnership, explain the rationale for declining to do so. Complete this for each category not proposed.

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| MBE: There are no vendors or subcontractors relevant to the specific services to be performed in this contract that are eligible. There are no NAID AAA Certified companies or document storage container providers that are MBE Registered in Indiana  WBE: There are no vendors or subcontractors relevant to the specific services to be performed in this contract that are eligible. There are no NAID AAA Certified companies or document storage container providers that are WBE Registered in Indiana. The background screens, marketing material, badges and uniforms are sourced from WBE but those products and services are general to all of our operations and do not serve a value-added purpose.  IVOSB: There are no vendors or subcontractors relevant to the specific services to be performed in this contract that are eligible. There are no NAID AAA Certified companies or document storage container providers that are IVOSB Registered in Indiana. Containers will be provided by a Federally Registered Service Disabled Veteran Owned Small Business when possible. |

* + 1. **Evidence of Financial Responsibility** – Removed at the request of the agency.
    2. **General Information** - Each Respondent must enter your company’s general information including contact information.

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| **Business Information** |  |
| Legal Name of Company | Shredding and Storage Unlimited, LLC |
| Contact Name | Josh Gornall |
| Contact Title | Operations Manager |
| Contact E-mail Address | [josh@shreddingunlimited.com](mailto:josh@shreddingunlimited.com) |
| Company Mailing Address | 3001 S Walnut St |
| Company City, State, Zip | Bloomington, IN 47401 |
| Company Telephone Number | 812-332-3299 |
| Company Fax Number | 812-332-4314 |
| Company Website Address | www.midwestdocumentshredding.com |
| Federal Tax Identification Number (FTIN) | 38-3868754 |
| Number of Employees (company) | 19 |
| Years of Experience | 24 |
| Number of U.S. Offices | 2 |
| Year Indiana Office Established (if applicable) | 1998 |
| Parent Company (if applicable) | N/A |
| Revenues ($MM, previous year) | 1.2 |
| Revenues ($MM, 2 years prior) | 1.2 |
| % Of Revenue from Indiana customers | >99% |

* 1. Does your Company have a formal disaster recovery plan? Please provide a yes/no response. If no, please provide an explanation of any alternative solution your company has to offer. If yes, please note and include as an attachment.

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| Yes.  68162\_AttS |

* 1. What is your company’s technology and process for securing any State information that is maintained within your company?

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| We maintain as little client information as possible.The only client information that is retained is information essential to the service of the client. All other information is not retained. All paper records are shredded and all digital records are deleted when they are no longer necessary for client service. All retained digital information (limited to address, contact information, billing information) is stored in an encrypted database with limited accessibility and strict password rules. No other client data is stored. |

* + 1. **Experience Serving State Governments -** Please provide a brief description of your company’s experience in serving state governments and/or quasi-governmental accounts.

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| Shredding and Storage Unlimited has been performing shredding service for the all branches of the Indiana Bureau of Motor Vehicles (133 Locations) since 2017, all branches of the Indiana Department for Family Resources (84 Locations) since 2017, the Indiana Supreme Court since 2017, the Richmond State Hospital since 2017, Indiana Department of Transportation since 2020, and various Indiana Department of Child Services branches since 2012. In this time period we have never been replaced as a vendor or had a contract expire without an additional contract for Indiana State Government services. |

* + 1. **Experience Serving Similar Clients -** Please describe your company’s experience in serving customers of a similar size to the State with similar scope. Please provide specific clients and detailed examples.

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| In June of 2022 Shredding and Storage Unlimited, LLC became the document shredding provider for IU Health. We had been servicing the Southern Indiana locations since 2010 before being chosen as the service provider organization wide. This included replacing over 3,500 containers for over 400 IU Health departments. We managed all aspect of the transition, including pickup of prior vendor containers, to eliminate any interruption of service. The transition took 6 weeks and we have successfully completed over 30,000 container services since the transition.  Other large clients where we are the primary or sole service provider in Indiana over an extended period of time include German American Bank (74 locations since 2017), Cook Group (since 2012), and CarDon & Associates Inc. (Weekly Service of over 200 containers throughout the state since 2007). |

* + 1. **Payment -** Please provide the requested information in RFP Section 2.3.15.

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| We will accept credit cards and any other forms of payment from the State. We will agree to accept any card-user handling fees associated with acceptance of the State’s Purchasing Card. We can accept credit card over the phone, one time use card over email, or any process the State chooses as the form of payment. We will accept payment by credit card as the only form of payment if the State chooses to implement this policy. |

* + 1. **Extending Pricing to Other Governmental Bodies** – Indicate your willingness to extend prices of awarded products and/or services to other governmental bodies per RFP section 2.3.17. Please include details on any marketing or active solicitation activities your company will undertake to encourage use of the contract.

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| We agree to extend this price to other governmental bodies. We will first notify current clients who are Governmental Bodies of the option for the new pricing and terms. This includes Governmental Bodies in 20 Indiana counties. We will run marketing campaigns and contact procurement or purchasing departments in county/city governments throughout the state to notify them of the opportunity to procure services at the State price and terms. |