



Mexican American Opportunity Foundation
Empowering Families from Child to Senior

Request For Proposal (RFP) RFP 26-025

Shredding Services

July 23, 2026

The Mexican American Opportunity Foundation (hereinafter alternately “MAOF”), a nonprofit organization, is seeking proposals from highly qualified Contractors with demonstrated expertise in providing professional Shredding- services across multiple MAOF facilities located in California, through a competitive bid process. Pricing shall remain firm and fixed for a period of three (3) years, with the option to extend for two (2) additional one-year periods, subject to annual review, contractor performance, and availability of funding.

This process requires Contractors to submit a proposal that includes a complete bid for the Scope of Work (SOW) outlined in Exhibit A, along with three (3) professional references.

The closing date for **RFP 26-025** is **Friday, August 7, 2026, at 4:00PM (PST)**. All correspondence regarding this request shall be submitted in writing to the Procurement Department at Procurement@maof.org. To download this RFP, Proposers must go to the webpage: www.maof.org, under the About Section/Click Procurement to look for the RFP or at the MAOF vendor portal in PlanetBids. Proposals must be received by MAOF no later than August 7, 2026. Electronic submissions are acceptable. All proposals must clearly reference: **“RFP No. 26-025, Shredding Services”** in the subject line.

MAOF reserves the right to accept or reject any or all proposals and to waive any informality in any proposal received. For physical mailing address, please courier or deliver to:

Mexican American Opportunity Foundation (MAOF)

Attn: Procurement Department

401 N. Garfield Avenue

Montebello, CA 90640

T: 323-278-3600

procurement@maof.org

To request this RFP bidding packet, please contact the Procurement Department at procurement@maof.org.

Respectfully,

MAOF

Procurement Department

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Introduction

The Mexican American Opportunity Foundation (MAOF) is a nonprofit, community-based organization established in 1963 to serve disadvantaged individuals and families in the Los Angeles area. MAOF is the largest Latino-oriented family services organization in the United States. It has achieved this status by providing high-quality social services and programs to those communities where the need is the greatest.

Mission Statement: "To advance opportunity and education that endures across generations." MAOF is joined in this mission by government agencies, public and private foundations, and Corporate America.

MAOF operates numerous facilities throughout California serving children, families, seniors, low-income households, and other vulnerable community members, including Early Head Start and Head Start centers, administrative offices, and other program sites. Maintaining safe, secure, and welcoming facilities for staff, clients, and visitors is essential to MAOF's mission.

Early Head Start & Head Start: The Early Head Start & Head Start Programs serve 0- to 5-year-old low-income children and families. The children receive educational, social development, medical, dental, vision and hearing screenings as well as other evaluations and services pertinent to a healthy, well-rounded child. Through parent skill building and curriculum understanding workshops, parents are provided valuable information for their role as the primary caregivers and educators of their children. This service is provided in both English and Spanish.

1.0 General Information

A. Purpose. The purpose of this Request for Proposals (RFP) is to solicit proposals from Responsible Respondents who provide the goods and services identified on the RFP cover sheet and further described in Section 2 of this RFP. The Agency intends to award a Contract for the initial period specified on the RFP cover sheet. In its sole discretion, the Agency may extend the Contract for up to the number of extensions identified on the RFP cover sheet.

B. Definition. For this RFP and the resulting Contract, the following terms shall mean:

"Agency" means the MAOF, the Agency, boards, and any political subdivisions making purchases from the Contract as permitted by this RFP.

"Contract" means the Contract(s) entered into with the successful Respondent(s).

"General Terms and Conditions" means the General Terms and Conditions for Service Contract as referenced on the RFP cover page.

"Proposal" means the Respondent's proposal submitted in response to the Request for Proposal (RFP).

"Respondent" means the company, organization or other business entity submitting a proposal in response to this RFP.

"Responsible Respondent" means a Respondent that has the capability in all material respects to perform the scope of work and specifications of the Contract. In determining whether the Respondent is a Responsible Respondent, the Agency may consider various factors, including, but not limited to the Respondent's competence and qualifications to provide the goods or services requested, the Respondent's integrity and reliability, the past performance of the Respondent, and the best interest of the Agency.

"Responsive Proposal" means a Proposal that complies with the material provisions of this RFP.

“RFP” means Request for Proposals and any attachments, exhibits, schedules, or addenda hereto.

C. Overview of the RFP Process. This RFP is designed to provide Respondents with the information necessary to prepare competitive Proposals. The RFP process is for the Agency's benefit and intends to provide the Agency with competitive information to assist in the selection process. It is not intended to be comprehensive, and each Respondent is responsible for determining all factors necessary to submit a comprehensive Proposal.

The Agency intends to evaluate Proposals from all Respondents that submit timely responsive proposals and award the Contract following the evaluation and selection criteria provided in this RFP.

2.0 Statement of Work

See Exhibit-A, Exhibit B, Appendix A and Appendix B.

3.0 Proposal Requirements & Contents

A. General Requirements:

1. To be considered for selection, proposers must submit a complete response to this solicitation either electronic or email bid to the addresses as directed on Page 1 of this RFP “Shredding Services, RFP 26-025”. The proposer shall make no other distribution of the proposals.
 2. Proposals shall include a letter of transmittal signed by an authorized representative of the proposer. All information requested should be submitted. Please submit all requested information. MAOF may reject proposals that are substantially incomplete or lack key information.
 3. Proposals should be prepared, as thorough and detailed as possible, providing a straightforward, concise description to satisfy the solicitation's requirements. Emphasis should be placed on completeness and clarity of content.
 4. All responsive proposals are to be submitted on standard 8.5" X 11" paper size and 12-point font minimum type. Proposers shall respond to the items in the order they are shown in the solicitation. The responses should describe the most favorable terms and remain firm for 60 days from the proposal opening date.
 5. Price should be submitted on the attached Rate Worksheet (Exhibit B), including any applicable federal, State, and local taxes. The Contractor shall provide an all-inclusive price, including labor, supervision, equipment, and materials necessary for the services.
 6. Ownership of all data, materials, and documentation originated and prepared for this solicitation by any proposer shall belong exclusively to MAOF.
- All pages of the proposal should be numbered and should be addressed in the proposer's response in the following order:
- a. Proposer's Cover Page (Vendor Identification) in Appendix-A of this RFP must be completed and signed.
 - b. Letter of transmittal, signed by an authorized representative of the proposer.
 - c. Table of Contents, cross-referencing the contents of the proposal.
 - d. Rate Worksheet in the attachment Exhibit B to this solicitation must be completed and signed.
 - e. Contractor shall include a copy of the current business license, and, where applicable, evidence of registration with the California Labor Commissioner.

f. Include a copy of the current certificate of liability insurance evidencing coverage of the minimum required in this solicitation.

Award of the Contract resulting from this RFP will be based upon the most responsive vendor whose offer will be the most advantageous to MAOF in terms of cost, functionality, qualifications, and other factors as specified elsewhere in this RFP.

MAOF reserves the right to:

a. Reject any or all offers and discontinue this RFP process without obligation or liability to any potential candidate, when it is in the Agency's best interest; and

b. Accept other than the lowest priced offer.

The proposal shall:

a. Include the completed Shredding Services Bid Submittal per Rate Worksheet on Exhibit-B attached hereto. Costs must be identified as monthly cost per location, along with On Site Shredding Services rates. The Contractor's rates shall remain firm and fixed for the term of the Contract. The Contract rate after the initial 3-year term may be adjusted annually based on the increase or decrease in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the most recently published percentage change for the twelve (12) month period preceding the Contract anniversary date, which shall be the effective date for any cost of living adjustment.

Certain MAOF programs are required to match a portion of the Federal funding they receive. Please indicate in the In-Kind Match column of Exhibit-B any donation you would be willing to make to the program. Examples of in-kind match donations include: staff training, supervisory site visits, donated equipment or supplies, or other program support.

a. Provide at least three current client references for which you have performed similar work. References should include contact name, address and telephone number.

b. Complete and return Rate Worksheet, Exhibit-B as Contractor's proposed pricing, along with other documentation and references.

c. Proposals may be submitted **electronically** or **in person (walk-in)**. Vendors choosing to submit electronically shall provide **one (1) complete electronic copy** of their proposal. Vendors choosing to submit in person shall provide **two (2) printed hard copies** of their proposal at the time of delivery. All proposals, regardless of submission method, must be complete, responsive, and received by the deadline stated in this RFP. Copies of proposals, including rate worksheet, shall be submitted marked: **"RFP NO. 26-025, Shredding Services"** or via courier to:

PLEASE DELIVER TO:

Mexican American Opportunity Foundation (MAOF)

Attn: Procurement Department

401 N. Garfield Avenue

Montebello, CA 90640

T: 323-278-3600

Procurement@maof.org

DEADLINE FOR SUBMISSION: All proposals are due by Friday, August 7, 2026, at 4 pm. Proposals received after the stated deadline may be considered late and may be deemed non-responsive. MAOF reserves the right, in its sole discretion, to accept or reject a late proposal when it determines that doing so is in the best interest of MAOF, does not compromise the integrity or fairness of the procurement process, and is consistent with applicable procurement requirements.

The vendor must be able to reliably fulfill and deliver orders to all MAOF sites within the agreed delivery timeframe, maintain sufficient inventory of all contracted items, and provide products that are new, unexpired, and consistent with the specifications and reference brands identified in Exhibit-A.

The proposal must include the following documentation:

- W-9
- Certificate of General Liability Insurance
- Written statements regarding Worker's Compensation Insurance
- Confirmation of required sexual violence and harassment prevention training program

To be considered responsive, a proposal must contain the following, referenced by number and in the order below:

1. A brief description of the history and organization of the bidder's firm, and of any proposed subcontractor. This description should include a history of the firm(s), number of employees and organizational structure of the firm(s).
2. Provide a brief overview of Contractor's technical experience, qualifications, and background in providing Shredding services for similarly sized customers, particularly nonprofit, community-based, or office environments. Indicate the prior experience of Contractor that is relevant to this contract. Include sufficient detail to demonstrate the relevance of such experience.
3. A statement that business licenses or other credentials necessary for the performance of the services here sought are in place, together with evidence that bidder, if a corporation, is in good standing and qualified to conduct business in California.
4. A description of similar projects completed by the bidder within the past two (2) years.
5. Qualifications, background and experience of staff proposed to work on the project, including supervisory/account management personnel.
6. References with contact information from organizations that have used bidder's services for similar projects/type of work within the last 12-18 months.
7. A general description of the techniques, approaches and methods to be used in completing the project, including staffing, scheduling, training, supervision, and quality control plans.
8. A description of the chronology for completing the work, including a timeline and deadlines for each task, if any, including proposed transition/start-up plan to begin services by the desired start date.
9. A detailed description of bidder's compensation formula, including any travel costs and other expenses. Bidders must submit a sample breakdown of charges and costs, detailed by location and service type, as well as a maximum not-to-exceed total for all services. Invoices for services satisfactorily performed must be itemized by date, location, and services performed.

As MAOF may award a contract based on the initial offer, a bidder should make its initial offer on the most favorable terms available. MAOF reserves the right, however, to have discussions with those bidders falling within a competitive range, and to request revised pricing offers from them and to make an award or conduct negotiations thereafter.

Proposals which fail to address each of the submission requirements above may be deemed non-responsive and will not be further considered. Note that responses to questions must be specifically answered within the context of the submitted proposal. MAOF's evaluation team will not refer to a designated web site, brochure, or other location for the requested information. Responses that utilize references to external materials as an answer will be considered non-responsive.

4.0 Background / Site Access Screening

Services will be performed during normal business hours and under the supervision of MAOF staff. As a result, comprehensive background screening is not anticipated for contractor personnel who are providing routine deliveries or services.

However, MAOF reserves the right to require the awarded Contractor to provide, upon request, verification of identity and employment eligibility for personnel assigned to MAOF locations. If the scope of work changes to include unsupervised access, after-hours services, or the issuance of keys, alarm codes, or other access credentials, MAOF may require additional screening, including criminal background checks and/or drug screening, as a condition of continued access.

If applicable, MAOF can require the awarded Contractor to provide the following for their team members assigned to each MAOF location:

- ✓ Criminal background check for each team member performing services;
- ✓ Drug screening check for each team member performing services;
- ✓ TB Test; and
- ✓ Child Protection Registry checks for each team member performing services.

5.0 Invoicing/Billing

Contractor's invoice shall be submitted to MAOF's Accounts Payable team at ap@maof.org on the first of each month. Invoices shall clearly identify service location, dates of service, and total charges by location, consistent with Section 13 of Exhibit-A. Payment for services rendered will be made 30 calendar days from the date of submitting the monthly invoice and supporting documentation to MAOF Accounts Payable.

6.0 Schedule of Events

The dates provided in the procurement timetable below are provided for informational and planning purposes. The Agency reserves the right to change the dates. If the Agency changes any of the deadlines for Respondent submissions, the Agency will issue an addendum to the RFP.

Event	Date
RFP Release	July 24, 2026

Questions Deadline	July 31, 2026
Proposal Submission Deadline	August 7, 2026
Evaluation Period	August 10 – August 14, 2026
Contract Award Notification	By August 17, 2026
Contract Start Date	August 17, 2026

(Dates Subject to change via addendum)

7.0 Inquiries

Questions regarding this RFP, including site visit requests (recommended), are to be submitted to Procurement@maof.org, with a copy to Alma Diaz, Facilities Manager, at adiaz@maof.org, with “RFP No. 26-025, Shredding Services” in the subject line. Questions regarding this RFP will only be accepted by email.

8.0 Termination

8.1 This Contract may also be terminated by MAOF in the event that the project is permanently abandoned, as determined in the sole discretion of MAOF. MAOF may terminate the Contract in whole or in part whenever MAOF specifies, in its sole discretion, that such termination is in the interest of MAOF. Whenever the Contract is terminated following this paragraph, the Contractor shall be entitled to payment for actual work performed at unit contract prices for completed items of work. An equitable adjustment in the contract price for partially completed items of work will be made. Still, such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this Contract by MAOF at any time during the term, whether for default or convenience, shall not constitute a breach of Contract by MAOF.

8.2 In addition, either Party may terminate the Contract if the other Party breaches any of its duties and obligations under this Contract and fails to cure such breach within thirty (30) days after receiving notice specifying the breach. MAOF reserves the right to terminate without warning in case of a critical or material breach of the Contract.

9.0 Hold-Harmless and Indemnification

The successful Contractor shall be liable for any injury, damage, or loss occasioned by negligence or omission of the successful Contractor, its agents, or any other person the successful Contractor has designated to visit MAOF property and shall indemnify and hold harmless the Board, its officers, employees, agents, volunteers from any liability arising in the performance of this Contract. The Contractor's obligation under this section shall not extend to any liability arising from the sole negligence or willful misconduct of MAOF.

10.0 Confidentiality

10.1 Confidential Information. Under this Agreement, “Confidential Information” refers to any Information of a Party (“Disclosing Party”) that has been disclosed to the other Party (“Receiving Party”), which is designated in writing as confidential, proprietary, or secret or under the context of its disclosure ought to reasonably be considered as confidential. Confidential Information includes, but is not limited to, all information concerning a

Party's existing business, business systems, business plans and information systems, trade secrets, prices, and pricing information, as well as keys, alarm codes, access credentials, and any client, staff, or facility information Contractor's personnel may observe or become aware of while performing services at MAOF sites.

10.2 Use of Confidential Information. Each Party will comply with all laws and regulations for the use, transmission, storage, disclosure, or destruction of Confidential Information. Both Parties agree to hold the other Party's Confidential Information in strict confidence. The Contractor agrees not to use MAOF's Confidential Information in any way except as expressly permitted by or required to achieve the purposes of this Agreement. Both Parties agree to use all reasonable efforts to protect against unauthorized use or distribution of Confidential Information, and the Receiving Party agrees to use at least the same degree of care to prevent disclosing to third parties the Confidential Information of the Disclosing Party as the Disclosing Party uses to protect its own Confidential Information. Each Party agrees to ensure that its employees, agents, representatives, and contractors are advised of the confidential nature of the Confidential Information and are precluded from taking any action prohibited under this Agreement.

11.0 General Terms and Conditions

1. Additions and Deletions of Service: MAOF reserves the right to add and delete goods or services, including service locations, to any contract with the Contractor. Should a requirement be deleted, payment to the Contractor shall be reduced proportionally to the amount of service reduced following the bid price. Should additional services be required from the Contract, prices for such additions will be negotiated between the Contractor and MAOF.

2. Licenses: By submitting a proposal, the proposer certifies that it has procured and shall maintain in full force all permits, licenses, and registrations, including any applicable California employer registration, required to conduct its business lawfully and that it shall remain informed of and in compliance with all federal, state, and local laws, ordinances, and regulations that affect in any manner Contractor's fulfillment of the Contract.

3. Anti-Kickback Provision: This Contract is subject to the provisions of the Anti-Kickback Enforcement Act of 1986. By agreeing to this binding Agreement, the transacting parties (1) certify that they have not paid kickbacks directly or indirectly to any employee of MAOF for the purpose of obtaining this or any other agreement, purchase order, or Contract from MAOF and (2) agree to cooperate fully with any Federal Agency investigating a possible violation of the Act.

4. Non-Collusion/Fraud: By submitting a proposal, the proposer warrants and certifies that neither the proposer nor its employees or associates have contacted any unauthorized MAOF employee, officer, or elected official regarding the contents of this solicitation or the solicitation process. Proposer further warrants and certifies that neither the proposer nor its employees or associates has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in response to this solicitation. Should it be found that the proposer or its employees or associates have, in the presenting of its proposal, colluded with any other party or parties to prevent or restrict free competitive bidding, its proposal shall be immediately rejected. Any contract awarded prior to MAOF's discovery of proposer's collusion shall be terminated, and the proposer shall be liable for all damages sustained by MAOF due to the proposer's collusion.

5. Equal Opportunity: The proposer agrees not to discriminate against any employee or applicant for employment on account of any services or activities made possible by or resulting from this RFP on the grounds of actual or perceived sex, race, color, religion, national origin, age, marital status, disability, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, source of income, place of residence or business, veteran status or any other characteristic protected under federal or state law. Any violation of this provision shall be

considered a violation of a material provision of this Agreement and shall be grounds for cancellation, termination, or suspension in whole or in part of the Agreement by MAOF, which may result in ineligibility for further MAOF contracts. At all times in the proposal and contract process, the proposer shall comply with all applicable MAOF, CA, and Federal Anti-Discrimination Laws, Rules, Regulations, and Requirements.

6. Right to Audit: MAOF shall have the right to audit all invoices submitted by the Contractor. MAOF shall have the right to audit all relevant data based on the Contractor's fees.

7. Informal Communication: From the date of receipt of this RFP by each proposer and until a binding contractual agreement exists with the awarded Contractor and all other proposers have been notified, or when MAOF rejects all proposals, informal communications regarding this procurement shall cease. There shall be no requests from proposers to any Office or Department at MAOF except contact for information, comments, etc., and they shall be emailed.

8. Formal Communication: From the date of receipt of this RFP by each proposer and until a binding contractual agreement exists with the selected Contractor and all other proposers have been notified, or when MAOF rejects all proposals, all communications between MAOF and the proposers will be formal emails.

9. Costs Incurred: The proposer's sole responsibility shall assume any costs incurred by proposers in preparing or submitting a proposal or subsequent oral presentation demonstration.

10. Minority/Women-Owned Business Enterprises: Pursuant to Federal Acquisition Regulations and MAOF's procurement policy, MAOF may offer contracting opportunities to small and minority firms, women's business enterprises, and labor surplus area firms to the extent possible.

11. Federal, State, and Local Taxes: MAOF is not exempt from State and federal taxes. Such applicable taxes shall be included in quoted prices, but if any taxes are known to be borne by the Contractor to apply, they shall be shown separately. If not so shown, they shall be considered an expense of the proposer and deemed a part of the quoted prices.

12. Payment Terms: Preferred invoice payment terms will be 30 calendar days from the date of invoice. If there is a discrepancy between the order and the invoice, payment terms shall be practical starting when the discrepancy is resolved. Monies due or to become due to the Contractor under the Contract may be retained by MAOF as necessary to satisfy any outstanding claim that MAOF may have against the Contractor. At any time or times before final payment and three years thereafter, MAOF may have the Contractor's invoices or vouchers, and statement of cost audited.

13. Indemnification: The Contractor shall indemnify, protect, defend, and hold harmless MAOF, its directors, officers, employees, and representatives from and against any claims arising from or connected with: (1) any alleged or actual breach by the Contractor or (2) any act or omission by the Contractor and only to the extent such claim arises by negligence or intentional misconduct or as may be allowed under applicable law. Monies due or to become due to the Contractor under the Contract may be retained by MAOF as necessary to satisfy any outstanding claim that MAOF may have against the Contractor.

14. Insurance: Contractor shall, at all times, at its own expense, obtain and carry comprehensive liability insurance, including errors and omissions coverage, property damage insurance, and workers' compensation insurance in adequate amounts. The Contractor shall keep such insurance in full force for the duration and term of this Agreement. All certificates of insurance or evidence of insurance must contain a ten (10) business day written notice of any cancellation, change, or termination of coverage. The insurance required shall be obtained from insurance company(ies) licensed to do business in the State of California and shall be kept in full force for 90 days after the last payment under the Contract, at minimum:

- Workers' Compensation Insurance providing statutory limits in the State of California.
- Employer's Liability Insurance.
- Business Automobile Liability Insurance with a minimum of \$1,000,000 per occurrence, if applicable.
- Commercial General Liability Insurance coverage with a minimum of \$1,000,000 per occurrence / \$2,000,000 aggregate limit. The Contractor shall provide immediate notice in the event there is any change of insurance or that it has reached the insurance limits due to claims made.

15. RFP Addendum: In the event that it becomes necessary to revise this RFP, in whole or in part, an addendum will be posted on the MAOF website: <http://www.maof.org/procurement-department>.

16. Completed Proposals: A proposer may submit no more than one (1) proposal in response to this RFP. The proposal shall be completed and signed by an individual who is authorized to bind the firm submitting the proposal.

17. Withdrawal of Bids: At any time prior to the hour and date set for submitting proposals, a proposer may withdraw the proposal. This will not preclude another proposal's submission before the deadline for submitting the bid. After the scheduled time and date for submitting proposals, a proposer will be permitted to withdraw the bid if the award is delayed for a period exceeding 60 days.

18. Receipt and Opening of Proposals: Proposers are responsible for ensuring their bid is delivered to MAOF by the scheduled date and time. Only those bids received promptly, as outlined in this RFP, will be considered. Proposals received after the date and hour designated are automatically disqualified and will not be considered; late bids will be dated, marked as received late, and placed unopened in the bid file. Proposers must pay particular attention to ensure the proposal is properly addressed. MAOF is only responsible if the proposal reaches the destination specified by the appointed date and time.

19. Contract Award Notification: When the evaluation process of the proposals is completed, the selected proposer will be formally notified by mail or email. Other notifications will not be honored and should not be considered as a valid offer of award.

20. By submitting a proposal, the proposer represents that:

- a. The proposer has read and understands the RFP and submits the response in accordance therewith.
- b. The proposer possesses the capabilities, equipment, licensing, and professional personnel necessary to provide an efficient and successful service as required by MAOF.
- c. The proposer has all the required licenses and insurance during the duration of the contract terms.
- d. The proposer is advised to become familiar with all conditions, instructions, and specifications of this RFP. By submitting a proposal, proposer represents and warrants that it has thoroughly examined and is familiar with work required under this RFP, that proposer has conducted such additional investigation as it deems necessary and convenient, that proposer can provide the services requested by MAOF in a manner that meets MAOF's objectives and specifications as outlined in this RFP, and that proposer has reviewed and inspected all materials submitted in response to this RFP. Once the Contractor has been selected, a failure to read the conditions, instructions, and specifications herein shall not be cause to alter the Contract or for proposer to request additional compensation.

21. Other Claims: No claim will be allowed for additional compensation or time for completion based on a lack of knowledge or lack of understanding of any part of the RFP.

22. Suspension and Debarment: The Contractor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federally

funded transactions by any federal department or agency. The Contractor shall comply with all applicable requirements of 2 C.F.R. Part 180 and 2 C.F.R. Part 3000. The Contractor further agrees to verify that all subcontractors are not debarred or suspended from federal participation and shall notify MAOF immediately if its status changes during the term of this Agreement.

23. Service Locations:

Location 1

**MAOF Montebello Headquarters
401 N Garfield Avenue
Montebello, CA 90640**

Location 2

**MAOF Commerce Office
5100 S Eastern Avenue, 2nd Floor
Commerce, CA 90040**

EXHIBIT-A

STATEMENT OF WORK (SOW)

Shredding Services, RFP No. 26-025

Mexican American Opportunity Foundation (MAOF) Shredding Services Contract Term: Three (3) Years

Project Overview

This contract consists of providing secure, recurring and on-demand confidential document destruction and shredding services for MAOF facilities throughout California.

Services shall include the furnishing of secure collection containers, scheduled document collection, transportation, destruction of confidential records, certificates of destruction, compliance reporting, and additional shredding services on an as-needed basis.

The intent of this contract is to ensure the secure destruction of confidential information, personally identifiable information (PII), employee records, financial records, program records, and other sensitive documents generated by MAOF operations while maintaining compliance with applicable federal, state, and industry standards.

MAOF provides services to children, families, seniors, community members, and employees and is entrusted with sensitive information requiring secure handling and destruction. The selected Contractor shall maintain strict confidentiality and utilize secure chain-of-custody procedures throughout collection, transport, and destruction processes.

The Contractor shall furnish all labor, vehicles, equipment, collection containers, supervision, transportation, destruction services, reporting, certificates of destruction, and related services necessary to perform the work described herein.

1. General Service Requirements

The Contractor shall provide:

- Recurring scheduled shredding services.
- On-demand shredding services.
- Purge shredding projects.
- Secure collection containers.
- Transportation of confidential materials.
- Destruction of documents and records.
- Certificates of destruction.
- Compliance reporting.
- Additional document destruction services as requested by MAOF.

Services shall be available throughout Southern California and Northern California for existing and future **MAOF** facilities.

2. Security and Confidentiality Requirements

All materials collected under this contract shall be treated as confidential.

The Contractor shall:

- Maintain documented chain-of-custody procedures.
- Ensure collected documents remain secure at all times.
- Restrict access to authorized personnel only.
- Maintain employee background screening procedures.
- Immediately report any security breaches, losses, or incidents.
- Protect all MAOF information from unauthorized access or disclosure.

Contractor personnel shall be trained in handling confidential and sensitive information.

3. Destruction Standards

Contractor shall utilize destruction processes that meet recognized industry standards for confidential information destruction.

Services shall include:

- Secure collection.
- Secure transportation.
- Physical destruction through industrial shredding methods.
- Recycling of destruction byproducts when feasible.

Contractor shall provide a Certificate of Destruction following each destruction service. Preference shall be given to vendors maintaining:

- NAID AAA Certification (or successor certification)
- Documented chain-of-custody procedures
- Secure destruction policies
- Environmental recycling programs

The Contractor shall identify all certifications within its proposal.

4. Recurring Service Locations

The following locations currently require recurring shredding services.

MAOF Montebello Headquarters
401 N Garfield Avenue
Montebello, CA 90640

Current service includes:

- Seven (7) secure office consoles (approximately 32-gallon capacity).

- Bi-weekly service rotation and shredding.

Contractors shall provide pricing for:

- Existing service level.
- Increased service frequencies.
- Additional containers.

MAOF Commerce Office

**5100 S Eastern Avenue, 2nd Floor
Commerce, CA 90040**

Current service includes:

- Four (4) secure office consoles (approximately 32-gallon capacity).
- Bi-weekly service rotation and shredding.

Contractors shall provide pricing for:

- Existing service level.
- Increased service frequencies.
- Additional containers.

5. Collection Containers

Contractor shall supply secure collection containers as part of the service.

Available container options shall include:

Office Consoles

- Approximately 32-gallon capacity.
- Locked and secure.
- Suitable for office environments.

Medium Collection Bins

- Approximately 64-gallon capacity.
- Locked and secure.

Large Collection Bins

- Approximately 96-gallon capacity.
- Locked and secure.

All containers shall:

- Remain in good working condition.
- Be replaced if damaged.
- Be clearly identified as confidential destruction containers.
- Be equipped with secure locking mechanisms.

6. Scheduled Service Requirements

Recurring service visits shall include:

- Removal or rotation of full collection containers.
- Placement of empty containers.
- Verification of service completion.
- Secure transportation of collected materials.
- Destruction of materials collected.
- Issuance of a Certificate of Destruction.

Contractor shall maintain a documented service schedule and coordinate any schedule changes with MAOF.

7. On Demand and Non-Recurring Services

MAOF requires the ability to request additional document destruction services at any MAOF facility.

Contractor shall provide pricing for:

Purge Shredding Projects

- One-time shredding of accumulated records.
- Large-scale file cleanout projects.
- Departmental purge projects.

Box Shredding Services

- Standard records cartons.
- Banker boxes.
- Legal file boxes.
- Archive boxes.

Facility Cleanouts

- Office relocations.
- Record room cleanouts.
- Facility closures.
- Program relocations.

Special Projects

- Large-volume destruction projects.

- Off-site collections.
- Emergency destruction services.

8. Additional Media Destruction Services

Contractor shall provide optional pricing for destruction of:

- Hard drives.
- Backup tapes.
- CDs/DVDs.
- USB drives.
- Optical media.
- Microfilm.
- Microfiche.
- X-ray films.
- Other electronic media and storage devices.

Contractor shall identify destruction methodology and certification provided for each media type.

9. Emergency and Expedited Services

Contractor shall be capable of providing emergency services as requested.

Proposals shall identify:

- Standard response times.
- Expedited response times.
- Same-day service availability.
- Emergency service rates.
- After-hours service rates.
- Weekend service rates.
- Holiday service rates.

10. Reporting Requirements

Contractor shall provide:

Service Documentation

- Date of service.
- Location serviced.
- Quantity serviced.
- Technician name.
- Service confirmation.

Certificate of Destruction

Including:

- Service date.
- Customer location.
- Description of materials destroyed.
- Confirmation of secure destruction.

Annual Reporting

Upon request, Contractor shall provide annual service summaries including:

- Number of collections.
- Estimated volume destroyed.
- Recycling statistics.
- Environmental diversion reporting.

11. Service Expansion and Contract Flexibility

MAOF reserves the right to:

- Add locations.
- Remove locations.
- Increase service frequency.
- Decrease service frequency.
- Add containers.
- Remove containers.
- Request additional destruction services.
- Add recurring service locations.
- Modify service schedules.

The Contractor shall provide unit pricing that may be applied to future locations during the contract term.

12. Proposal Pricing Requirements

Contractor shall provide pricing for:

Recurring Services

- Monthly cost for:
- 32-gallon office consoles.
- 64-gallon collection bins.
- 96-gallon collection bins.
- Weekly service.
- Bi-weekly service.
- Monthly service.

Additional Containers

- Additional 32-gallon console service.
- Additional 64-gallon bin service.
- Additional 96-gallon bin service.
- Approximately 51 office desks

Purge Services

- Per box pricing.
- Per pound pricing (if applicable).
- Per bin pricing.
- Minimum service charges.

Additional Services

- Hard drive destruction.
- Media destruction.
- Emergency services.
- Same-day service.
- Weekend service.
- Holiday service.
- Additional stop fees.
- Certificates of destruction (if charged separately).
- Compliance reporting fees.

Contractor shall clearly identify all pricing assumptions and any annual escalation provisions.

13. Contractor Qualifications

Contractor shall:

- Have a minimum of three (3) years of experience providing secure destruction services.
- Maintain all licenses and permits required by law.
- Have experience servicing nonprofit organizations, government agencies, healthcare organizations, educational institutions, or similar entities.
- Maintain documented security procedures.
- Carry appropriate insurance coverage.

Preference may be given to vendors maintaining NAID AAA certification or equivalent secure destruction credentials.

14. Safety and General Conditions

- Contractor shall comply with all applicable federal, state, and local laws.
- Contractor shall maintain a safe work environment.

- Contractor shall be responsible for its personnel and equipment.
- Contractor shall maintain adequate insurance coverage throughout the contract term.
- Contractor personnel shall conduct themselves professionally while on MAOF property.

15. Acceptance

Final contract award shall be based on:

- Compliance with this Statement of Work.
- Experience and qualifications.
- Security and chain-of-custody procedures.
- Service capabilities.
- Geographic coverage.
- Cost and value.
- Responsiveness and customer service.

16. Labor Compliance and Statement

- The owner has not made a determination regarding the applicability of prevailing wage requirements.
- Contractor shall comply with all applicable federal, state, and local labor law and regulations.
- Contractor shall provide:
 - **Base Bid:** Assumes non-prevailing wage requirements.
 - **Alternate Bid:** Includes any additional costs associated with prevailing wage compliance, if applicable.
- Contractor shall clearly identify all pricing differences.

17. Contact Information

For questions regarding this Request for Proposal or site visit requests (recommended), please contact:

Alma Diaz

Facilities Manager

Email: adiaz@maof.org

EXHIBIT-B
RATE WORKSHEET

Shredding Services, RFP No. 26-025

Bi-Weekly Cost by Location

Location	32-Gallon Console	64-Gallon Console	96-Gallon Console
Location 1: 401 N Garfield Ave, Montebello, CA 90640.	\$	\$	\$
Location 2: 5100 S Eastern Avenue, 2 nd floor Commerce, CA 90040	\$	\$	\$

Additional Rates

Rate Type	Rate	Pricing Method and Rate Structure
Rate for On-site Shredding	\$	
Media Destruction Services	\$	
Fuel Charge	\$	
Additional Charge	\$	

NOTE: The price shall remain firm and fixed for three (3) years. The contract (monthly, hourly, unit rate, etc.) rate after the 3-year term may be adjusted annually based on the increase or decrease in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the most recently published percentage change for the twelve (12) month period preceding the Contract anniversary date, which shall be the effective date for any cost of living adjustment.

APPENDIX – A

VENDOR IDENTIFICATION

Shredding Services, RFP No. 26-025

(Must be completed and returned to MAOF)

Firm/Individual's Name:	
Doing Business As (DBA):	
Company Federal ID# or Social Security No.:	
Address:	
Remit To Address:	
Telephone:	
Fax:	
Email:	
Web address:	
California Employer Registration # (if applicable):	
Main Contact Person:	
Person responsible for response (if different):	

Print Name	Title	Authorized Signature	Date

APPENDIX – B
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