

MEMO



MISSISSIPPI DIVISION OF
MEDICAID

From: Mississippi Division of Medicaid
Office of Procurement

Date: February 3, 2025

Re: Shredding Services Statewide, Invitation for Bid #20241108
Notice of Intent to Award

The Mississippi Division of Medicaid (DOM) is seeking to establish a contract with a responsible Contractor to provide Shredding Services for the Central Office location and for 30 Regional Office locations throughout the state. An Invitation for Bid (IFB) was issued on November 08, 2024. The closing date to receive bids was December 17, 2024, 2:00 p.m. CST. DOM received sealed bids from the following vendors:

1. Ace Data Storage, Inc.
2. Iron Mountain Information Management, LLC
3. Magnolia Shredding, LLC
4. Stericycle dba Shred-It

DOM procurement staff reviewed each submitted bid to ensure the submitted bids met the requirements to be deemed responsive as set forth in IFB #20241108. The procurement staff determined that all bids received were non-responsive.

1. Ace Data Storage, Inc.: Failed to submit electronically via the SharePoint site. Bid response not reviewed.
2. Iron Mountain Information Management, LLC: Failed to provide all information listed as minimum qualifications.
3. Magnolia Shredding, LLC: Failed to submit Letter of Intent. Bid response not reviewed.
4. Stericycle dba Shred-It: Failed to comply with bid submission format and eligibility requirements.

DOM issued an Amendment #2 that revised the original IFB, with a new submission deadline of January 17, 2025. Only vendors who submitted the Letter of Intent by the November 22, 2024, deadline and submitted a bid by the December 17, 2024, deadline were eligible to re-submit a bid incorporating the changes outlined in Amendment #2.

Two bids were received by the submission deadline of January 17, 2025.

1. Stericycle dba Shred-It – Bid on all regions
2. Iron Mountain Information Management, LLC – Bid on all regions

Each bid was reviewed to ensure the re-submissions were deemed responsive as set forth in IFB #20241108, Amendment #2. The procurement staff determined that one bid was deemed non-responsive.

1. Iron Mountain Information Management, LLC: Failed to provide all information listed as a minimum requirement.

Responsible

DOM Procurement staff reviewed the one responsive bid received by Stericycle dba Shred-It and determined that the bid met the minimum qualification requirements to be considered a responsible bidder.

Ranking of Bids

The cost proposed for the responsive and responsible re-submitted bid received on January 17, 2025, is listed as follows:

1. Stericycle dba Shred-It – \$446,400

Recommendation

Based on the foregoing, Stericycle dba Shred-It submitted the lowest responsive and responsible bid. As presented in the proposal, Stericycle dba Shred-It is a qualified, experienced, responsible and financially sound entity that can provide shredding services throughout the state for a contract period of March 6, 2025 – March 5, 2026, with no option to renew.

DOM Office of Procurement recommends that IFB #22041108, Shredding Services contract be awarded as follows:

Recommended Contractor: Stericycle dba Shred-It

A successful or unsuccessful Offeror may request a post-award debriefing, in writing, in accordance with PPRB OPSCR Rules 5.6.2 Debriefings. Any debriefing requests should be sent via email to procurement@medicaid.ms.gov on or before 3:00 p.m. CST, Thursday, February 6, 2025. DOM will schedule and conduct debriefings consistent with PPRB Rules 5.6.2. An Offeror's debriefing is an informal meeting and not a hearing; therefore, legal representation is not required. If an Offeror prefers to have legal representation present, the Offeror must notify DOM and identify its attorney(s) in its written debriefing request in order to allow DOM to also have legal representation present for the debriefing. DOM will conduct all debriefings electronically via Microsoft Teams. A copy of the Debriefing Summary will be made available to the Offeror with whom the debriefing is held within two (2) business days of the meeting. Offerors seeking a debriefing are asked to include potential meeting times with their request.

Pursuant to IFB Section 3.7 and consistent with PPRB OPSCR Rules 5.6.3, Reconsideration of the Intent to Award decision must be submitted in writing to the DOM Chief Procurement Officer **and** the Department of Finance and Administration Director of the Office of Personal Service Contract Review within three (3) business days following issuance of the Notice of Intent to Award. To expedite handling of reconsiderations, written reconsideration correspondence should be labeled "Reconsideration – IFB #20241108". The written reconsideration shall include at a minimum the following: a) the name, address, and contact information of the requestor; b) The RFX number of the solicitation; c) the date the IFB was issued; and d) the date the Notice of Intent to Award was issued. The requestor shall state reasons for the reconsideration. Refer to IFB Section 3.7.2 and PPRB OPSCR Rules 5.6.3 for further reconsideration instructions that are required.

DOM intends to submit the contract to the Public Procurement Review Board (PPRB) Office of Personal Service Contract Review (OPSCR) by February 5, 2025, for approval at the March 5, 2025, board meeting. Pending approval, the contract will be available for public inspection in the office of the Chief Procurement Officer.