



**REQUEST FOR QUOTATION – THIS IS NOT AN ORDER**  
**RFQ # 250616**  
**SHREDDING OF MEDIA – OFFICE OF COLLEGE SERVICES**  
**800 ALLEGHENY AVE., PITTSBURGH, PA 15233**

Please bid on the following and e-mail ([mcvetic@ccac.edu](mailto:mcvetic@ccac.edu)) your reply to Mike Cvetec **no later than Monday, June 16, 2025.**

An insurance certificate as described on “Form B” (attached) must be submitted by the awarded vendor prior to any work being performed.

Payment terms: net 30 after completion, acceptance, and receipt of invoice by CCAC.

Shredding of approximately 2,534 lbs. of mixed media (e.g.: microfilm, microfiche, negatives, cassettes, tape, reels, CDs, etc.). Has been stripped down as much as possible. Contained on two pallets at OCS loading dock in various boxes as shown below. To be removed and shredded offsite.  
Vendor to be bonded and insured.  
Certificate of destruction to be provided after services are completed.

Price per lb: \$ \_\_\_\_\_ x approximately 2,534 lbs = \$ \_\_\_\_\_



Bidder's Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

# COMMUNITY COLLEGE OF ALLEGHENY COUNTY

800 ALLEGHENY AVENUE PITTSBURGH, PA 15233

## INSURANCE REQUIREMENTS

### FORM B

**Indemnification.** To the fullest extent permitted by law, Contractor shall defend, indemnify and hold harmless the Community College of Allegheny County (CCAC), its agents, officers, employees, and volunteers from and against all claims, damages, losses, and expenses (including but not limited to attorney fees and court costs) arising from the acts, errors, mistakes, omissions, work or service of Contractor, its agents, employees, or any tier of its subcontractors in the performance of this Contract. The amount and type of insurance coverage requirements of this Contract will in no way be construed as limiting the scope of indemnification in this Paragraph.

**Insurance.** Contractor shall maintain during the term of this Contract insurance policies described below issued by companies licensed in Pennsylvania with a current A.M. Best rating of A- or better. At the signing of this Contract, and prior to the commencement of any work, Contractor shall furnish the CCAC Purchasing Department with a **Certificate of Insurance** evidencing the required coverages, conditions, and limits required by this Contract at the following address: Community College of Allegheny County, Purchasing Department, 800 Allegheny Avenue, Pittsburgh, PA 15233.

The insurance policies, except Workers' Compensation and Professional Liability, shall be endorsed to name Community College of Allegheny County, its agents, officers, employees, and volunteers as Additional Insureds with the following language or its equivalent:

Community College of Allegheny County, its agents, officers, employees, and volunteers are hereby named as additional insureds as their interest may appear.

All such Certificates shall provide a 30-day notice of cancellation. Renewal Certificates must be provided for any policies that expire during the term of this Contract. Certificate must specify whether coverage is written on an Occurrence or a Claims Made Policy form.

Insurance coverage required under this Contract is:

- 1) **Commercial General Liability** insurance with a limit of not less than \$1,000,000 per occurrence for bodily injury, property damage, personal injury, products and completed operations, and blanket contractual coverage, including but not limited to the liability assumed under the indemnification provisions of this Contract.
- 2) **Automobile Liability** insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to Contractor's owned, hired, and non-owned vehicles.
- 3) **Workers' Compensation** insurance with limits statutorily required by any Federal or State law and **Employer's Liability** insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.