

REQUEST FOR QUOTE

This is a Subcontracting Opportunity (Document Scanning/Destruction)

Posted: Wednesday, March 31, 2021

Quotes Due: Thursday, April 8th, 2021 at 4:30pm CST

Location: 1701 North Church Street
McKinney, TX 75069

Project Title: Scan/Destroy Documents

Project#: SD210331

Background: The North Texas Job Corps is a U.S. Department of Labor program for the education/vocational training of underprivileged youth (Ages 16-24 year old).

Scope of Work: Provide document scanning and destruction services.

Services are to include:

- Pickup of documents
- Preparation of documents for imaging
- Image documents (includes: OCR, Full-color, 300dpi)
- Indexing (per our specifications)
- Delivery of images (via FTP Cloud Server and/or Portable flash/hard drive)
- Storage of hard documents (90 day minimum)
- Shredding of hard documents with Certificate of Destruction

Estimated number of Boxes (standard File Box = 15"x12"x10") = 400

Project start date: Monday, May 3rd, 2021

Terms and conditions can be found at <http://www.horizonsyouthservices.com>

Click on About >>Click on Links of Interest>> Click on General Terms and Agreements

Vendor must submit a copy of their Certificate of Insurance with Horizons Youth Services/North Texas Job Corps listed as additional Insured (Certificate Holder) prior to the start of any work awarded.

Additional Documentation Required:

If you are not setup as a vendor in our accounting system, additional forms will need to be completed.

Billing and Delivery Address:

North Texas Job Corps Center
1701 North Church Street
McKinney, Texas 75069

Primary Point of Contact:

Tim Accountius

Email (preferred): accountius.tim@jobcorps.org

Office Phone: 972-547-7807

Cell Phone: 214-945-6825