

**REQUEST FOR BIDS**  
**Request for Bids OFF-SITE SHREDDING**

RFB Posted: April 27, 2021  
Questions Due May 4, 2021  
Questions & Answers Posted May 7, 2021  
Quotes Due Date: May 12, 2021 by 2:00 P.M.

The South Dakota Science and Technology Authority (SDSTA) is seeking bids for Off-Site Shredding for the Sanford Underground Research Facility (SURF) located in Lead, South Dakota.

Documents in this Request for bids include:

- A. Request for Bids (RFB)
- B. Draft contract (2021-05)

**Background:**

The South Dakota Science and Technology Authority (SDSTA) is a quasi-governmental agency established by the State of South Dakota to operate and manage the Sanford Underground Research Facility (SURF) in Lead, South Dakota. This facility has been developed to support a variety of scientific experiments, including physics, biology, geology and others. SURF advances our understanding of the universe by providing laboratory space deep underground, where sensitive physics experiments can be shielded from cosmic radiation. Researchers at Sanford Lab explore some of the most challenging questions facing 21st century physics, such as the origin of matter, the nature of dark matter and the properties of neutrinos.

**Scope of Work:**

Contractor shall provide all labor, supervision, management support, transportation, supplies equipment and materials necessary to perform off-site shredding and disposal services in accordance with privacy and performance requirements of confidential period, total of forty-eight (48) boxes will need to be shredded; twenty-three (23) boxes are 16 x12 and twenty-five (25) boxes are 26x14. Contractor shall provide to SDSTA certification of proof of destruction of all 48 boxes. Contractor shall **pick up** all documents to be shredded at SDSTA's property and take to contractor's location to shred.

The successful Contractor shall provide information on licensure and bonding to SDSTA prior to commencing work, and will **pick-up** all required boxes to be shredded at the following location:

Sanford Underground Research Facility  
630 E Summit Street  
Lead, South Dakota 57754

**Submission Requirements:**

Contractor to provide background information on your company, type of equipment and method that you use, submit with bid package.

Submit an electronic copy (pdf format) of the bid to [mbaumann@sanfordlab.org](mailto:mbaumann@sanfordlab.org) by 2:00 P.M. MT **May 12, 2021**.

Please direct all questions in writing to Michele Baumann at [mbaumann@sanfordlab.org](mailto:mbaumann@sanfordlab.org) by close of business **May 4, 2021**. Questions and answers will be posted to our website by 2:00 P.M. MT **May 7, 2021**.

The bid period may be extended at the discretion of SDSTA based on the quantity and/or complexity of questions. Any notices of extension of time to respond will be distributed to all prospective proposers by SDSTA.

All communications regarding this procurement between RFB release and contract award shall be directed by email to [mbaumann@sanfordlab.org](mailto:mbaumann@sanfordlab.org). Communications with other SDSTA staff regarding this procurement in advance of the contract award are not allowed.