

**Attachment A**

**BID COVER SHEET**

Bids are to be submitted as on or before the time and date noted in Section 2 of this IFB.

**Name of Company:** Vital Records Holding, LLC

**Quoted By:** David Furbee

**Signature:** \_\_\_\_\_



**Address:** 5384 Poplar Ave Suite 500

**City/State/Zip:** Memphis, TN 38119

**Telephone:** 757-209-8727

**Fax Number:** \_\_\_\_\_

**E-Mail Address:** dfurbee@vitalshred.com

**Name and phone number of Company Representative to be contacted by Agencies seeking to contract for services pursuant to this IFB:** David Furbee 757-209-8727

**In addition to providing the above contact information, please answer the following questions regarding your company:**

What year was your company started? 1988

How many years has the firm been in business of performing the services called for in this IFB?  
38 Years

Please provide the physical location and mailing address of your company's home office, principal place of business, and place of incorporation. Physical Address 5384 Poplar Ave Suite 500 Memphis, TN 38119, Mailing Address Vital Records Control Dept: 5874 PO BOX 11407 Birmingham, AL 35246-6874

If your company is not physically located within the vicinity, how will you supply Confidential Off Site Document Shredding to the agency? Our Local Branch supporting MSDH is located at 2020 NW Progress Pkwy Jackson, Mississippi 39213

Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please discuss the impact both in organizational and directional terms. Vital Records Holdings, LLC is not for sale, we are in growth mode and are making acquisitions to grow our national footprint

Is your company licensed and/or certified to provide Confidential Offsite Document Destruction Shredding as required by any and all applicable Federal and State law(s)? Yes

List all licenses or permits your company possesses that are applicable to performing the services required in this IFB. Business License

For how many customers has your company provided Confidential Offsite Document Destruction Shredding in the past two years? Vital Records Holdings LLC has thousands of customers serviced National Wide

What is the largest customer your company has provided Confidential Document Destruction Shredding in the past two years? We have many customers that have several hundred locations we service on a monthly basis.

Describe any specific services which your company offers along with any specialized experience, certification, and/or education of your current staff. We are a AAA NAID Vendor that offers not only shredding service, but also offer Records Storage & Record Scanning