

SPECIFICATIONS BY DEPARTMENT & SITE LOCATION

	Department	Location of Files	#of Boxes to Shred and the Return to County	#of Boxes to Scan	Type of paper	Known Oversized Documents	Known Duplexing Required	Box Sizes	Known Paper Size	Condition Proposer will Find Materials in
Group A	Circuit Clerk	720 Building	Shred all	850	Standard copy paper	Low	Low	24 X 12 X 10 24 X 15 X 10 15 X 12 X 10	8 ½ X 11 8 ½ X 14	Palletized and Wrapped
Group B	Human Resources	Admin Building	Return All	221	Assorted	None	Unknown	12 X 24 11 X 17	8 ½ X 11 5 X 7	Boxes File Cabinets
	Human Resources	720 Building	Return All	120	Assorted	None	Unknown	12 X 24 11 X 17	Assorted	Boxes File Cabinets
Group C	Regional Planning & Zoning	720 Building	Shred All	1590 - Blueprints 18 X24 965 - Blueprints 24 X 36 Average page count 20	Blueprints	N/A	N/A	N/A	18 X 24 24 X 36	Paper Boxes
Group D	State's Attorney	Courthouse	Shred All	646	Standard copy paper	>5%	>25%	598 - 12 X 24 48 - 11 X 17	8 ½ X 11	Paper Boxes
	State's Attorney	720 Building	Shred All	631	Standard copy paper	>5%	>25%		8 ½ X 11	Paper Boxes