NOTICE OF CONTRACT

COMMODITY: Off-Site Hard Drive Shredding

CONTRACT NO.: 8002219

NIGP: 920-0000

VENDOR: Aurum Recovery Group
10 Lamy Drive
Goffstown, NH 03045

VENDOR #: VC # 278938

CONTACT PERSON(s): Eric Lindsey
Tel. No.: 603-935-8330
Fax No.: # 603-606-2668
E-Mail: elindsey@aurumrecovery.com

EFFECTIVE FROM: September 25, 2017 through September 30, 2020

PRICING: Price Per Unit $2.95

PAYMENT & TERMS: Payments shall be made via ACH*. Use the following link to enroll with the State Treasury: http://www.nh.gov/treasury/Divisions/DocsForms/Tforms.htm?inc=P

INVOICING & PAYMENTS: Invoices shall be submitted after completion of work to the requesting agency. Payment shall be paid in full within thirty (30) days after receipt of invoice and acceptance of the work to the State’s satisfaction.

F.O.B: F.O.B. Destination to any location within the State of New Hampshire

ORDERING: State agencies will place their orders by telephone call or email to Eric Lindsey, contact information above.

QUESTIONS: Direct any questions to Jeff Haley, 603-271-2202 or Jeffrey.Haley@NH.Gov
SCOPE OF WORK

Contractor to provide Off-site hard drive destruction options with full audit trail and certificate of destruction.

Off-Site shall mean destruction taking place at the Contractor’s physical location of business. The physical location of business shall be within a 65 mile radius of Concord, NH and be in the State of New Hampshire to avoid out of state travel.

Each service should be priced on a per drive destruction rate, based on drive volumes.

- Employee Confidentiality.
  - Confidentiality Agreement. All employees or sub-contractors of the Contractor who have access to, or can provide access to, confidential materials must sign a Confidentiality Agreement.
  - Criminal Record. All employees or sub-contractors of the Contractor who have access to, or can provide access to, confidential materials must pass a criminal background check. No person having been convicted of a felony involving theft or larceny that is related to any fiscal, financial or fiduciary matter, may be employed by the Contractor.
  - Drug Screening. All employees or sub-contractors of the Contractor who have access to, or can provide access to, confidential materials must be drug-screened at time of hire and must pass random drug tests during term of employment.
  - If sub-contractors are to be utilized, please include information regarding the proposed sub-contractors including the name of the company, their address, contact person and three references for clients they are currently servicing. All sub-contractors must meet the same confidentiality, criminal background check and drug screening requirements as noted above.

HARD DRIVE DESTRUCTION

- Contractor shall shred all drives into pieces no greater than 1 ½ inch in size.
- All hard drive destruction shall be accomplished Off-site. Observation of destruction by a State of NH employee shall be a mandatory option.
- Contractor shall insure that all shredded materials are disposed of (sold or discarded) in an environmentally safe, recycled manner with a 0% landfill policy.

SECURITY OF SHREDDING/TRANSPORT VEHICLES

- Shredded materials shall be transported by Contractor’s vehicle for disposal/recycling.
- Containers must be locked in transit for destruction and remain secure throughout transport until final delivery of materials to the designated disposal/recycling location.
- All vehicles used in the transport of shredded materials shall have lockable/securable cabs and lockable/securable fully enclosed boxes.
- Vehicles must have a current commercial vehicle registration and inspection as applicable under state law.
- Drivers shall meet all licensing requirements of the State of New Hampshire, or applicable governmental jurisdiction.

OFF-SITE: The Contractor shall provide pickup of material with their own company vehicles and secure transport to their facility for off-site destruction.

- Hard Drives for destruction shall be collected and stored by agency in containers provided by Contractor or in agency owned containers.
- All drive serial numbers shall be scanned and the total drive count verified by the Contractor prior to transfer of ownership.
- The resulting scanned file shall be provided to Agency POC in agreed electronic filed format (doc, rtf, xls) with appropriate signoff by both parties to acknowledge drive count and chain of custody transfer.
- All materials shall be securely contained in locked containers during transfer from State location to transportation vehicle and final destruction facility.
- Hard drives remain secured in the immediate custody of the Contractor’s employees until the shredding equipment destroys them.
- The serial number of each drive shall be scanned just prior to the Contractor shredding the drive.
- Drives may be encased in a “skuzzy drive”, which is a mounting sleeve and can be shredded with the drive or removed by Contractor.
• Contractor shall allow authorized State personnel to inspect vehicle/facility, and equipment before, during and after completion of shredding services.

• Shredding accomplished “Off-Site” shall include the option to be witnessed by a State representative of the agency or to have the Contractor video tape the destruction process. If the shredding operation is videotaped, the video shall be supplied as part of the Certificate of Destruction Manifest.

• Dates and times for pick-up of hard drives shall be arranged between the using agency and the contractor.

• All days scheduled by the contractor shall be during normal business days, Monday through Friday, between the hours of 8:00 a.m. and 4:00 p.m., except on official State of New Hampshire holidays.

• Contractor to provide a signed “Certificate of Destruction” Manifest, which shall include:

  • Date, Time, Location of Destruction, Total Drive Count, Video File (if requested) and Serial Number File as a fully documented audit trail.

• All off-site destruction must be completed within 5 business days for volumes under 1000 drives, and within 10 business days for 1000 or more drives.

Security of Facility for Off-Site
Contractor must provide a secure area within the facility devoted to destroying confidential materials and for holding drives unattended until destruction can be accomplished.

• Materials are always attended by a Contractor’s employee or physically secured from unauthorized access while in the custody of the Contractor before being shredded.

• All entrances and exits to secure area must be monitored to prevent unauthorized access.

• A monitored alarm system shall be in place to be utilized when the facility and secured area are unoccupied.

All services performed under this Contract(s) shall be performed between the hours of 8:00 A.M. and 4:00 P.M. unless other arrangements are made in advance with the State. Any deviation in work hours shall be pre-approved by the Contracting Officer. The State requires ten-day advance knowledge of said work schedules to provide security and access to respective work areas. No premium charges will be paid for any off-hour work.

The Contractor shall not commence work until a conference is held with each agency, at which representatives of the Contractor and the State are present. The conference will be arranged by the requesting agency (State).

The State shall require correction of defective work or damages to any part of a building or its appurtenances when caused by the Contractor’s employees, equipment or supplies. The Contractor shall replace in satisfactory condition all defective work and damages rendered thereby or any other damages incurred. Upon failure of the Contractor to proceed promptly with the necessary corrections, the State may withhold any amount necessary to correct all defective work or damages from payments to the Contractor.

The work staff shall consist of qualified persons completely familiar with the products and equipment they shall use. The Contracting Officer may require the Contractor to dismiss from the work such employees as deems incompetent, careless, insubordinate, or otherwise objectionable, or whose continued employment on the work is deemed to be contrary to the public interest or inconsistent with the best interest of security and the State.

The Contractor or their personnel shall not represent themselves as employees or agents of the State.

While on State property, employees shall be subject to the control of the State, but under no circumstances shall such persons be deemed to be employees of the State.

All personnel shall observe all regulations or special restrictions in effect at the State Agency.

The Contractor’s personnel shall be allowed only in areas where services are being performed. The use of State telephones is prohibited.

If sub-contractors are to be utilized, please include information regarding the proposed sub-contractors including the name of the company, their address, contact person and three references for clients they are currently servicing.