

STATE OF NEW HAMPSHIRE
Department of Administrative Services
Division of Procurement and Support Services
Bureau of Purchase and Property
State House Annex
Concord, New Hampshire 03301

Date: March 14, 2016

NOTICE OF CONTRACT - REVISION

(Updated Contract)

FOR: DATA DESTRUCTION SERVICE CONTRACT - STATEWIDE

CONTRACT NO.: 8001253

NIGP CODE: 962-2700

VENDOR: Absolute Data Destruction **Vendor #** 174336 R002
15 Lance Lane
Goffstown NH 03045

TEL. NO.: 603-644-4385 / 800-797-0515

FAX NO.: 603-603-625-1505

E-MAIL: ADDShred@AOL.Com or Info@AbsoluteDataDestruction.com and/or
BuzzyFrancis@gmail.com

CONTACT PERSON: BUZZY FRANCIS or Rebecca

EFFECTIVE FROM: January 1, 2013 Through: DECEMBER 31, 2016

TERMS: Net 30

F.O.B.: F.O.B. Destination To Any Location Within The State Of New Hampshire

ORDERING: Orders may be placed directly to Contractor **in writing** by Fax or E-Mail. All orders shall include agency bill to and delivery address, contact person, and telephone number. Agencies may call orders, but **all must be followed up in writing**. Scheduling shall be "on-call as needed" or "regularly scheduled as mutually agreed upon". Contractor is to acknowledge agency within 24 business hours of receipt of writing from agencies request with a date and time of service.

MINIMUM ORDERS: There Are No Minimum Orders.

INVOICING: Invoicing shall be done on the basis of each order completed or on a monthly basis for agencies requiring a regular monthly service. All invoices shall clearly indicate the date of service, number of containers, consoles or pounds, unit pricing, total price, and contract number. Invoices shall be submitted to each using agency. The Contractor shall issue a Certificate of Destruction, confirming that all have been destroyed.

QUESTIONS: Matt Johnson at Matthew.Johnson@NH.Gov or call 603-271-3146

DESCRIPTION:

Shredding and data destruction of documents and other items as specified at the locations and other agencies/locations as needed for the entire State of New Hampshire. All delivery, transportation and fees shall be included in prices submitted. There will be no minimums or added fees.

Data destruction shall be completed in a reasonable time frame as mutually agreed upon with agency and Contractor. The Contractor shall submit a proposed schedule to the state agency requesting services at each facility at least ten (10) days prior to each period.

All services performed under this Contract 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 must 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.

ELIBIBLE PARTICIPANTS:

Political sub-divisions (counties, cities, towns, school districts, special district or precinct, or any other governmental organization), or any nonprofit agency under the provisions of section 501c of the federal internal revenue code, are eligible to participate at their sole discretion. In doing so, they are entitled to the prices established under the contract. However, they are solely responsible for their association with the successful bidder. The State of New Hampshire assumes no liability of any kind and must be held blameless for any association between the successful bidder and any of these entities.

SPECIFICATIONS/NOTES:

Shredding Process- The destruction of confidential paper records, either on-site or off-site, shall be in a manner that will render the documents virtually unreadable and non-reconstruct able. Contractor must indicate which of the following processes will be used.

- Employee Confidentiality, including confidential, criminal, and drug screening.
- Security of Vehicles. All vehicles used for on-site shredding and disposal of materials, and for transfer of client records to off-site facility for shredding will 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 must meet all licensing requirements of the State of New Hampshire, or applicable governmental jurisdiction.
- Security of Facility. Contractor must provide a secure area within the facility devoted to destroying confidential materials and for holding records unattended until destruction can be accomplished.
 - Materials are always attended by a Contractor 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 is unoccupied.
- Cross Cut 1.5" length shred width 1.5"
- Disposal of Shredded Material. Contractor shall insure that all shredded materials are disposed of (sold or discarded) in a recycled manner as described in bid specifications.

CONTRACT REQUIREMENTS:

The Contractor shall be required to provide the following services and items:

- ON-SITE. The Contractor shall provide mobile shredding services to agencies requiring on-site services.
 - Documents/records for destruction shall be collected and stored by agency in containers provided by Contractor or in agency owned containers. See 'Containers' below for descriptions.
 - All materials are securely contained during transfer from agency location to transportation vehicle to prevent loss from wind or other atmospheric conditions.
 - Materials remain secured in the immediate custody of the Contractor's employee until the mobile shredding equipment destroys them.

- Shredded materials will be transported by Contractor's vehicle to facility for disposal
 - Contractor shall allow authorized state agency personnel to inspect vehicle and equipment during and after completion of shredding services.
 - Contractor shall charge by the container (tote) or box for on-site shredding.
 - At time of completion of on-site services, Contractor shall present a site visit slip to using agency employee for signature. A copy will be retained by the agency. Contractor will submit a copy of site visit slip with invoice for services – see 'Invoicing' on page 4 of this contract. The slip will contain the information listed below.
- Location and name of agency for whom on-site service was provided
 - Date of visit and service
 - Number of containers, consoles or agency cubes which were shredded on visit
 - Signature and title of Contractor's employee providing services
 - OFF-SITE. The Contractor shall offer pick-up and transfer confidential paper records to a secure off-site facility for shredding and disposal.
 - Documents/records for destruction shall be collected and stored by agency in containers provided by Contractor or in agency owned containers. See 'Containers' below for descriptions.
 - All materials are securely contained during transfer from agency location to transportation vehicle to prevent loss from wind or other atmospheric conditions.
 - Materials will be transported by Contractor's vehicle to facility for shredding and disposal
 - Contractor shall charge by the pound for off-site shredding.
 - Materials shall be weighed at Contractor facility on a scale certified to be accurate by the appropriate government agency. Copy of current certification(s) to be provided to state.
 - Contractor shall allow authorized state agency personnel to inspect facility and equipment before, during and after completion of shredding services.
 - Certification of Document Destruction. Within three (3) business days of pick-up, a notarized 'Certificate of Destruction' shall be provided to the using agency. The certificate shall contain the following information:
 - Signed shredding slip (signed by state agency employee)
 - Date of shredding
 - Dated certification that all documents received have been handled, shredded and destroyed in a confidential manner;
 - Signature and job title of individual providing certification;
 - Number of pounds of materials destroyed, as measured on a certified accurate scale
 - Containers. Contractor shall require providing plastic containers (totes) and/or office consoles to accommodate paper/records collection at agency location. Quantity and type of containers at each location shall be at individual agency request.
 - Plastic Containers, with wheels; 65-gallon, or approximately 225 lbs. capacity; available with locking or non-locking cover
 - Plastic Containers, with wheels; 95-gallon, or approximately 300 lbs. capacity; available with locking or non-locking cover
 - Office consoles shall be approximately 20" x 20" x 37" high; with a capacity of 80 to 100 pounds. Each console shall contain bags that can be removed for shredding; and shall be available with locks if requested.
 - Gaylords (extra large volume containers) shall be made available to agencies that request them for large quantity shredding services or 'purges'. Container must be available with locking or non-locking cover.
 - Agency supplied containers, or boxes, shall be designated as 'Cubes' and will be categorized according to the following dimensions:
 - 1 Cube = 35 lbs., (approximately the size of a standard 15" x 12" x 9.75" archive box)
 - 2 Cube = 55-65 lbs.
 - 3 Cube = 70 lbs.
 - Dates and times for on-site services or for pick-up of containers will be arranged between the using agency and the Contractor.
 - All days scheduled by the Contractor shall be during normal business days, Monday to Friday, between the hours of 8:30 a.m. and 4:00 p.m., except on official State of New Hampshire holidays (E.S.T.).

CONTAMINATED CARD STOCK FOR NH LOTTERY:

- Shred and dispose of instant scratch tickets (estimated 30,000 – 50,000 lb./annual)
- Shredding and recycling of thermal paper stock and traditional waste paper
- On-Site - destruction services-charge by pounds weight for items shredded. Service will be

- performed before noon on the appointed day(s).
- Documents, paper, tickets for destruction shall be collected and stored by the Lottery in containers provided by the Contractor, at said Contractor's expense
- Material shredded shall be securely contained during transfer from the Lottery's building to the transportation vehicle to prevent loss from wind or other atmosphere conditions; materials shall remain secured in the immediate custody of the contractor's employee and a Lottery representative until such time as the mobile shredding equipment destroys said materials.
- Shredded materials will be transported by the Contractor's vehicle to the Contractor's facility for disposal
- Off-Site – Documents, paper, tickets for destruction shall be collected and stored by the Lottery in containers provided by the Contractor, at said Contractor's expense. The collection will be made before noon on the appointed day(s).
- The Contractor shall collect and transport all materials to be destroyed to the Contractor's facility, which shall be no more than 25 road miles from the Lottery facility.
- All materials to be destroyed shall be loaded into an appropriate vehicle, as determined by the authorized Lottery representative, which is to be locked in the presence of the said representative and shall remain locked until arrival at the Contractor's facility.
- The Contractor shall permit authorized Lottery representative to witness unloading of the material, its transit and subsequent destruction.
- Prior to destruction, either on site or off-site, the Contractor shall weigh all materials on a certified accurate scale.

Pricing is to follow. Please note

Cross Cut 1.5" length shred width 1.5"	
<u>ON-SITE SHREDDING WITH OFF-SITE DISPOSAL</u>	Per Container
PRICE PER CONTRACTOR'S CONTAINER:	65-GA SIZE
Cross Cut/Pierce & Tear	\$ 12.50
	Per Container
PRICE PER CONTRACTOR'S CONTAINER:	95-GA SIZE
Cross Cut/Pierce & Tear	\$ 16.50
	Per Container
PRICE PER CONTRACTOR'S CONTAINER:	20" x 20" x 37"
Cross Cut/Pierce & Tear	\$ 7.50
PRICE PER AGENCY BOX: Standard size archive box - 15" x 12" x 9.75"	35 lb. Box/Cube
Cross Cut/Pierce & Tear	\$ 3.50
<u>OFF-SITE SHREDDING AND DISPOSAL</u>	weighed on Contractor's certified accurate scale
	Per Container
PRICE PER CONTRACTOR'S CONTAINER:	65-GA SIZE
Cross Cut/Pierce & Tear	\$ 8.00
	Per Container
PRICE PER CONTRACTOR'S CONTAINER:	95-GA SIZE
Cross Cut/Pierce & Tear	\$ 10.00
	Per Container
PRICE PER CONTRACTOR'S CONTAINER:	20" x 20" x 37"
Cross Cut/Pierce & Tear	\$ 4.50
PRICE PER AGENCY BOX: Standard size archive box - 15" x 12" x 9.75"	35 lb. Box/Cube
Cross Cut/Pierce & Tear	\$ 2.00
<u>NON-PAPER MEDIA</u>	Material shredded at contractor's warehouse:
Microfilm, CD's, video tape, cassette tape, storage media, etc at \$0.20 per lb.	
Hard Drives or E-Waste items are NOT included in this contract	
<u>LOTTERY CONTAMINATED CARD STOCK</u>	weighed on Contractor's certified accurate scale
PRICE PER POUND OF MATERIAL	\$ 0.145 /LB