

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

Date: 2/24/16

NOTICE OF CONTRACT

SERVICE: HARD DRIVE SHREDDING SERVICES

CONTRACT NO.: 8001971

NIGP: 920-5000

VENDOR: Aurjent VENDOR # : 269254
246 Rt. 13
Brookline, NH 03033-2404

CONTACT PERSON(s): Ed Magee
Tel. No.: 603-765-5404
E-Mail: aurjent@charter.net

EFFECTIVE FROM: February 18, 2016 Through: December 31, 2018

TERMS: Net 30

PAYMENT: 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>

PRODUCTS & PRICING:

On-Site Destruction		
Hard drives to be destroyed per service call		\$3.00/drive
Off-Site Destruction		
Hard drives to be destroyed per service call		\$1.00/drive

INVOICE:

Itemized invoices shall be submitted to the individual agency after the completion of the job/services and shall include a brief description of the work done along with the location of work.

Contractor shall be paid within 30 days after receipt of properly documented invoice and acceptance of the work to the State's satisfaction.

The invoice shall be sent to the address of the using agency under agreement.

SCOPE OF WORK:

Hard drive destruction services shall include the option for on-site or off-site destruction services, it shall be the agency's choice to choose the location of destruction.

On-Site shall mean destruction taking place in a mobile shredder at any State Agency's physical address.

Off-Site shall mean destruction taking place at the Contractor's physical location of business. The physical location of business shall be within a 60 mile radius of Concord, NH and be in the State of New Hampshire to avoid out of state travel.

- Employee Confidentiality.
 - Confidentiality Agreement. All employees of the Contractor who have access to, or can provide access to, confidential materials must sign a Confidentiality Agreement. This shall be provided the end using agency.
 - Criminal Record. All employees 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 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.

HARD DRIVE DESTRUCTION

- Provide certified, secure and green destruction.
- Physical shredding of hard drives, Contractor shall shred all drives into pieces no greater than 1 ½ inches in size.
- All hard drive destruction shall be accomplished On-site or Off-site. Observation of destruction by a State of NH employee shall be a mandatory option provided to the end using agency.
- Contractor shall insure that all shredded materials are disposed of (sold or discarded) in a recycled manner, with a 0% landfill policy.

ON-SITE: Contractor shall provide mobile hard drive destruction services for on-site services.

- Hard Drives for destruction shall be collected and stored by the State in containers provided by the Contractor, if requested by the agency, or in an agency owned container.
- All materials are securely contained during transfer from the State's location to the Contractor's shredding vehicle.
- Hard drives remain secured in the immediate custody of the Contractor's employee until the mobile shredding equipment destroys them.
- Shredded materials shall be transported by the Contractor's vehicle for disposal/recycling.
- Contractor shall provide the option for authorized State personnel to inspect vehicle and equipment before, during and after completion of shredding services.
- Contractor shall charge per hard drive for on-site shredding in accordance with pricing listed in Exhibit B.
- Dates and times for hard drive destruction 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 shall provide "Certificate of Destruction" with every service.
- Container must be locked after destruction and during delivery to disposal/recycling plant.
- Hard drives may be encased in a "skuzzy drive", which is a mounting sleeve and will need to be removed by the Contractor.
- In the case of the Contractor's machinery breaking down, the Contractor shall have the capability to repair the equipment on-site.

Security of Vehicles for On-Site

All vehicles used for on-site shredding and disposal of materials, and for transfer of material to an off-site facility 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 the agency in containers provided by the Contractor or in agency owned containers.
- Contractor shall provide an itemized list of hard drive serial numbers and tracking through the destruction process.
- All materials are securely contained during transfer from State location to transportation vehicle.
- Hard drives remain secured in the immediate custody of the Contractor's employees until the shredding equipment destroys them.
- Shredded materials shall be disposed/recycled in a legal manner.
- Contractor shall allow the State's personnel to inspect the vehicle, facility, and equipment before, during and after completion of shredding services.
- Contractor shall charge per hard drive for on-site shredding in accordance with pricing listed in Exhibit B.
- 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 "Certificate of Destruction" with every service.
- Shredding accomplished off-site shall include the option to be witnessed by a representative of the end using agency.
- Container must be locked after destruction and during delivery to the disposal/recycling plant
- Hard drives may be encased in a "skuzzy drive", which is a mounting sleeve and will need to be removed by Contractor.

Security of Facility for Off-Site

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's employee or physically secured from unauthorized access while in the custody of the Contractor before being shredded.
- All entrances and exits to the 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.

MINIMUM ORDERS: There is no minimum order required under this contract. Services are to be accomplished within 10 working days from the date the service order is placed.

QUESTIONS: Direct any questions to Paul Rhodes, 603-271-3350 or paul.rhodes@NH.Gov