



**CONFIDENTIAL DOCUMENT
SHREDDING SERVICES**

NON-MANDATORY FOR STATE AGENCIES

**NON-MANDATORY FOR POLITICAL
SUBDIVISIONS**

Term: February 1, 2012 through January 31, 2013
Renewals Remaining: Four (4), one-year renewal options

The Division of General Services has established this non-mandatory use contract for confidential document shredding services for all State of Alaska Executive Branch Departments and Political Subdivisions located in the Juneau area.

Contract Award # 2012-9900-0830

To arrange for scheduled services, have the contract number ready and contact Nikki Franzoni of REACH, Inc. at (907) 796-7232 or nfranzoni@reachak.org

CONTRACTOR ADMINISTRATOR: The Contractor must designate a Contract Administrator to administer this contract that will be responsible for ensuring the services are provided in accordance with the contract requirements and will be responsible for dealing with agency inquiries, and receiving and resolving all agency complaints.

AUTHORIZING STAFF: Each participating agency will appoint a member of their staff to be the point of contact for the Contract Administrator and will be responsible for notifying the Contractor of any concerns, re-scheduling pick ups, document retrieval needs, etc. The Authorizing Staff member will be required to sign a policies and procedures document, see link below, with the Contractor prior to the first secured bin pick up.

<http://doa.alaska.gov/dgs/pdf/ShredPoliciesProcedures.pdf>

PRICE SCHEDULE

Effective February 1, 2012 through January 31, 2013

CONTAINER PRICING

| | |
|---------------|---------------------|
| 9 Gallon Bin | \$18.00 per Pick up |
| 16 Gallon Bin | \$25.65 per Pick up |
| 32 Gallon Bin | \$50.00 per Pick up |
| 64 Gallon Bin | \$90.00 per Pick up |

BULK PICK UP PRICING

| | |
|----------------|------------------|
| 1 – 50 Boxes | \$0.47 per Pound |
| 51 – 100 Boxes | \$0.44 per Pound |
| 101+ Boxes | \$0.41 per Pound |

All boxes must have lids. If they do not, the Contractor must tape the boxes closed before transporting. An additional fee of \$25.00 per 50 boxes will be charged taping boxes closed.

If agencies request for their boxes to be return, an additional fee of \$25.00 be 50 boxes will be charged.

ADDITIONAL CHARGES

Document retrieval

An additional fee of \$25.00 will be charged for unlocking a secured bin away from the REACH shredding facility.

Unscheduled pick-ups

Scheduled pick ups must be arranged within the first 30 days of service. If a customer requests an immediate pick up on an unscheduled pick up day it is at the discretion of the REACH Shredding Manager to determine if the pick up can be made. An additional fee of \$50.00 will be charged for this task. No additional fees will be applied if the pick up can be rescheduled for an appropriate day.

Mixed Media

This contract covers only standard shredding documents i.e. paper and cardboard. If a container is found to contain incidental mixed media, an additional \$25.00 per bin will be charged. For the purposes of this contract, mixed media shall include, but is not limited to: video cassettes, cds, plastic bags, pill bottles, photograph negatives, etc.

Hazardous Materials

If a secured bin contains material that may be hazardous or dangerous to REACH personnel, the authorizing staff will be notified and the bin returned within 48 hours. The customer shall be responsible for ridding the bin of all hazardous or dangerous material. An additional charge of \$50.00 will be applied. For the purposes of this contract hazardous materials shall include, but not be limited to, medication, trash, food, medical supplies, glass and scrap metal.

Accessibility

The customer is responsible for notifying the REACH shredding manager in regards to the physical location of the pick up location. If no elevator is present and the pick up will require REACH personnel to carry containers up and/or down stairs, then the maximum size container that can be used is 16 gallon. If a larger container is used, REACH will break down the material into smaller secured bins before transportation. An additional charge of \$50.00 will be charged for this task.

If you have additional questions regarding this contract, please contact the contracting officer listed below.

Matthew Pegues
Contracting Officer
State of Alaska
(907) 465-5681
matthew.pegues@alaska.gov