



JUNEAU SHREDDING SERVICES

NON-MANDATORY FOR STATE AGENCIES

NON-MANDATORY FOR POLITICAL SUBDIVISIONS

Contract Award #: 170007302
Term: August 1, 2017 through July 31, 2022
Renewals Remaining: No Remaining renewal options

The Office of Procurement and Property Management (OPPM) 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.

To arrange for scheduled services, have the contract number ready and contact Jason Champaco of REACH, Inc. at (907) 796-3100 or jchampaco@reachak.org

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.

CONTAINER PRICING

PRICE SCHEDULE

9 Gallon Bin	\$25.00 per Pick up
16 Gallon Bin	\$30.00 per Pick up
32 Gallon Bin	\$45.00 per Pick up
64 Gallon Bin	\$70.00 per Pick up

BULK PICK UP PRICING

1 – 50 Boxes	\$0.45 per Pound
51 – 100 Boxes	\$0.45 per Pound
101+ Boxes	\$0.45 per Pound

All boxes must have lids. If they do not, the Contractor must tape the boxes closed before transporting. An additional fee of \$5.00 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.

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.

ADDITIONAL CHARGES

Unscheduled Bin Access

If the contractor is required to unlock a secured bin located at the agency, outside of the agreed upon schedule, at the request of the using entity, an additional fee of \$20.00 will be charged.

Document retrieval

An additional fee of \$25.00 will be charged when an agency requires the vendor to retrieve a document from an already picked up container, prior to shredding, at the agencies request, an additional fee may be charged.

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 \$25.00 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

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., an additional fee may be charged for shredding of mixed media.

Hazardous Materials

For the purposes of this contract hazardous materials shall include, but not be limited to: medication, trash, food, medical supplies, glass, and scrap metal. If a secured bin contains material that may be hazardous or dangerous to 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 fee of \$50.00 will be charged.

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 downstairs, then the maximum size container that can be used is 16 gallon.

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

Shavonne Jordan - Contracting Officer
Department of Administration
Office of Procurement and Property Management
Shavonne.jordan@alaska.gov