



JUNEAU SHREDDING SERVICES

NON-MANDATORY FOR STATE AGENCIES

NON-MANDATORY FOR POLITICAL SUBDIVISIONS

Contract Award #: 220000126
Initial Term: August 1, 2022 through July 31, 2024
Renewals Remaining: Three (3) Optional one-year renewals through July 31, 2027
IRIS #: 220000126
VCust#: REA86028

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, please contact:

- Jeffrey Lane of REACH, Inc. at jlane@reachak.org (best method is by email) or (907) 796-3100
- Dan Elstad of REACH, Inc. at delstad@reachak.org or at (907) 796-7245

It is recommended that all requests for service be sent via email, this will provide a document trail in the event there are any questions regarding service or billing.

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 pickups, 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.

Item #	Unit	SERVICE DESCRIPTIONS	PRICE
1	bin	9 Gallon Bin	\$ 25.00
2	bin	16 Gallon Bin	\$ 31.25
3	bin	32 Gallon Bin	\$ 55.00
4	bin	64 Gallon Bin	\$ 95.00
5	lb	1-1000 lbs.	\$ 0.83
6	lb	1001 - 2000 lbs.	\$ 0.83
7	lb	2001+ lbs.	\$ 0.83
8	each	Taping boxes closed, if open	\$ 5.00
9	each	Document Retrieval	\$ 27.50
10	each	Unscheduled Bin Access	\$ 20.00
11	each	Unscheduled Pick-Ups	\$ 55.00
12	each	Destruction of Mixed Media	\$ 100.00
13	each	Hazardous Materials	\$ 50.00

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.

ADDITIONAL CONTRACT INFORMATION

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.

Document retrieval

When an agency requires the vendor to retrieve a document from an already picked up container, prior to shredding, at the agencies request.

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. 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.

Accessibility

The customer is responsible for notifying the REACH shredding manager in regard 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 gallons.

NOTE: If you have additional questions regarding this contract, please contact the Office of Procurement and Property Management contracting officer listed below:

Joshua Hartman - Contracting Officer
Department of Administration
Office of Procurement and Property Management

joshua.hartman@alaska.gov

or the Alaska Centers of Procurement Excellence (ACOPE) at
DOA.OPPM.COE@alaska.gov