

STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION
OFFICE OF PROCUREMENT SERVICES
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

AMENDMENT FOR CHANGE
AMENDMENT NO. 2

TO: ALL STATE AGENCIES, STATE INSTITUTIONS OF HIGHER EDUCATION AND ANY OR ALL POLITICAL SUBDIVISIONS WITHIN 88 COUNTIES OF THE STATE OF OHIO

FROM: ROBERT BLAIR, DIRECTOR, DEPARTMENT OF ADMINISTRATIVE SERVICES

SUBJECT: SECURE DOCUMENT DESTRUCTION, NAID AAA CERTIFIED PROVIDERS

This amendment is issued to update the Scope of Work, Map of Services by County and the price schedule.

Questions regarding this Amendment and/or the Mandatory Contract may be directed to:

Kristen Johnson
kristen.johnson@das.ohio.gov

This Amendment, the main Mandatory Contract and any additional amendments thereto are available from the DAS Web site at the following address:

<http://www.ohio.gov/procure>

Affected Contractor(s):

0000053232
Christie Lane Industries /CLI
306 South Norwalk Road
Norwalk, OH 44857

0000043405
First Capital Enterprises
505 East 7th Street
Chillicothe, OH 45601

0000043438
Greene, Inc.
121 Fairground Road
Xenia, OH 45385

0000100624
Lott Industries, Inc.
3350 Hill Ave.
Toledo, OH 43607

0000042965
Monco Enterprises, Inc.
1507 Kuntz Road
Dayton, OH 45404

0000073189
Weaver Industries, Inc.
520 South Main Street, Suite2441
Akron, OH 44311

Secure Document Destruction NAID Certified Providers Map of Service Areas



KEY BY COLOR:	
	Lott Industries
	Christie Lane Industries, Inc. (*Microfilm/fiche)
	First Capital Enterprises, Inc.
	Greene, Inc.
	Monco Industries
	Weaver Industries, Inc. (*Microfilm/fiche & Comp. Drives)
	Counties Not Served

*This amendment is issued to update the Map of Counties serviced.

SCOPE OF WORK

Each Vendor participating on GDC987 will be certified by NAID (National Association for Information Destruction): The NAID Certification Program establishes standards for a secure destruction process including such areas as operational security, employee hiring and screening, the destruction process, responsible disposal and insurance. NAID performs audits by security professionals who focus on security measures and observable operations that occur on a daily basis at the member's site.

Vendor will provide all equipment and materials necessary to perform this service for all agency locations. Drivers will pick up documents at the agency location using locked trucks and locked collection bins. Pick up and transport of documents from the customer's location will be performed by personnel thoroughly trained to securely transport confidential material directly to a secure document destruction facility. Trucks shall have GPS tracking technology to ensure that their whereabouts are known at all times. Trucks are equipped with slam locks and rear door sensors that render the vehicle inoperable if the rear door is open.

Vendor will provide each agency (customer) with locking containers (rolling container, executive console, etc.) for collection of documents to be securely destroyed. Containers will be strategically placed for customer convenience, per the customer's specifications. A Service Ticket will be generated by the driver for each agency (customer) pickup. Documents to be destroyed will be picked up on a frequency agreed upon by the agency and vendor. Driver will assure that all containers are locked before being placed on trucks.

When a driver makes an agency pickup, a Service Ticket will be recorded with the number of containers, boxes, pallets, etc. being received and the date of pick up. The driver will sign in the designated place and a person authorized to release documents will sign for the agency. A copy of the completed Service Ticket (customer copy) is left with the (agency) person signing.

Immediately upon arrival to the vendor facility, trucks will be offloaded, containers will be weighed, and weights will be recorded on the Service Ticket. The customer will receive a monthly invoice with the total weight recorded. This copy may also serve as a Certificate of Destruction.

Vendor will provide storage and destruction of all paper in a secure building that has a digital camera surveillance system and security alarm system that is monitored 24 hours per day, 7 days per week. Digital video recordings will be maintained for a minimum of 90 days.

Vendor will provide secure document destruction at its facility by means of shredding, within a timeframe specified by the customer or within three business days from date of pickup, whichever is less. Vendor will ensure that the documents are shredded so there is no possibility of reconstruction. Vendor will use equipment that produces continuous shredding with a maximum cutter width of no more than 5/16 inch. Those Vendors that shred microfilm /microfiche do so to NAID standards.*

All documents once destroyed are to be 100% recycled by means of hydro-pulping. Vendor is required to have on file a written agreement with the recycling company that all paper will be recycled and converted to new paper product within the United States.

Vendor will provide detail to the customer with a Certification of Destruction (a completed copy of the Service Ticket may serve as the Certification of Destruction). The Certificate of Destruction shall contain the following information:

- Date of Pickup
- Driver's Signature
- Customer's Signature
- Number of Pounds Destroyed
- Date of Destruction
- Final Destination of Shredded Material

Vendor will maintain a hard copy of the Certification of Destruction/Service Ticket for a minimum of seven years from date of pickup and the imaged copy indefinitely.

The complete Contract Specifications and Scope-of-Work descriptions are on file and available at DAS-GSD, the Office of Procurement from Community Rehabilitation Programs.

*This amendment is issued to update the Scope of Work.

PRICE SCHEDULE

ITEM NUMBER	ITEM	PRICE PER (SEE BELOW)
00000000000017905	Secure document destruction: 1-300 pounds Minimum Charge Per Service Call Of \$30.00	\$30.00 minimum charge per site, per service call up to 300 pounds.
00000000000026157	Secure Document Destruction: 301 – 5,000 Pounds / Month	\$0.10 per pound
00000000000026152	Secure Document Destruction: 5,001 – 20,000 Pounds / Month	\$0.06 per pound
00000000000017952	Secure Document Destruction: Weights Over 20,000 Pounds / Month	Please call for a quote
00000000000022619	Secure document destruction: Non-Paper Media Such As CDs, Floppy Disks, Data Tapes (Excluding Microfilm)	\$0.35 per pound
00000000000022621	Secure Document Destruction: Computer Hard Drives	\$4.00 each
00000000000026279	Secure Document Destruction: Microfilm / Microfiche*	\$0.35 per pound*
N/A	Secure Document Destruction: X-Rays	No Cost

CONTRACTOR INDEX



CONTRACTOR AND TERMS:

0000053232
 Christie Lane Industries /CLI
 306 South Norwalk Road
 Norwalk, OH 44857

CONTRACTOR'S CONTACT: Margaret Bleile

CONTRACT NO: CRP15214-3 (04/30/17)

TERMS: Net 30 Days

DELIVERY: As specified

Telephone: 419-706-4945

Fax: 419-663-0654

E-Mail: shred@CLI-Inc.org

CONTRACTOR INDEX



CONTRACTOR AND TERMS:

0000043405
 First Capital Enterprises
 505 East 7th Street
 Chillicothe, OH 45601

CONTRACTOR'S CONTACT: Mike Keesee

CONTRACT NO: CRP15214-4 (04/30/17)

TERMS: Net 30 Days

DELIVERY: As specified

Telephone: 740-779-2592

Fax: 740-851-4489

E-Mail: mkeesee@firstcapitalenterprises.com

*This amendment is issued to update the price schedule.

SUMMARY OF AMENDMENTS

AMENDMENT NUMBER	REVISION DATE	DESCRIPTION
2	08/08/14	This amendment is issued to update the Scope of Work, Map of Services by County and the price schedule.
1	06/09/14	This amendment is issued to update the price schedule.