



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

MANDATORY CONTRACT FOR: SECURE DOCUMENT DESTRUCTION, NAID AAA CERTIFIED PROVIDERS

CONTRACT NUMBER: CRP15214

EFFECTIVE DATES: 05/01/14 - 04/30/17

The Department of Administrative Services (DAS), Office of Procurement from Community Rehabilitation Programs (OPCRP) has accepted the proposal submitted in response to proposal CRP15214 by the certified Community Rehabilitation Program (CRP) and/or the certified Agent of a Community Rehabilitation Program (Agent). The CRP and/or Agent listed herein has been awarded a contract for the services or supplies listed. The respective ordering office contract approval form, [contract terms and conditions, supplemental terms and conditions](#), pricing schedules, specifications, and any attachments incorporated by reference and accepted by DAS become a part of this Mandatory Contract.

This Mandatory Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated or cancelled in accordance with the Contract Terms and Conditions.

This Mandatory Contract is available to the all State Agencies, State Institutions of Higher Education and any or all Political Subdivisions within 88 counties of the State of Ohio, as applicable.

Agencies are eligible to make purchases of the listed supplies and/or services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that agencies will purchase the volume of supplies and/or services as initially advertised or described.

State agencies may make purchases under this Mandatory Contract up to \$2500.00 using the State of Ohio Payment Card. Any purchase that exceeds \$2500.00 will be made using the official state of Ohio purchase order (ADM-0523). Any non-state agency, institution of higher education or Cooperative Purchasing member will use forms applicable to their respective agency.

Questions regarding this Mandatory Contract may be directed to:

Kristen Johnson
kristen.johnson@das.ohio.gov

This Mandatory Contract and any Amendments thereto are available from the DAS Web site at the following address:

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

Office of Procurement from Community Rehabilitation Program Contract Award in accordance with Sections 125.60 to 125.6012 of the Revised Code.

Signed: _____
Robert Blair, Director Date

Secure Document Destruction NAID Certified Providers Map of Service Areas



KEY BY COLOR:

- | | |
|---|---|
|  Christie Lane Industries, Inc. |  Lott Industries |
|  First Capital Enterprises, Inc. |  Monco Industries |
|  Greene, Inc. |  Weaver Industries, Inc. |

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.

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.

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.
00000000000017906	Secure Document Destruction: 301 – 5,000 Pounds / Month	\$0.10 per pound
00000000000025821	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
00000000000022622	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

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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

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CONTRACTOR AND TERMS:

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

CONTRACTOR'S CONTACT: Dennis Rhodes

CONTRACT NO: CRP15214-5 (04/30/17)

TERMS: Net 30 Days

DELIVERY: As specified

Telephone: 937-376-8541

Fax: 937-376-8544

E-Mail: drhodes@greeneinc.org

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CONTRACTOR AND TERMS:

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

CONTRACTOR'S CONTACT: Tim Menke

CONTRACT NO: CRP15214-6 (04/30/17)

TERMS: Net 30 Days

DELIVERY: As specified

Telephone: 419-276-4658

Fax: 419-536-5598

E-Mail: tmenke@lucasdd.org

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CONTRACTOR AND TERMS:

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

CONTRACTOR'S CONTACT: Charlie Pierce

CONTRACT NO: CRP15214-7 (04/30/17)

TERMS: Net 30 Days

DELIVERY: As specified

Telephone: 937-910-7479

Fax: 937-461-0034

E-Mail: cpierce@mcbdds.org

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CONTRACTOR AND TERMS:

0000073189

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

CONTRACTOR'S CONTACT: Jack Skinner

CONTRACT NO: CRP15214-1 (04/30/17)

TERMS: Net 30 Days

DELIVERY: As specified

Telephone: 330-745-2400

Fax: 330-745-2405

E-Mail: jskinner@weaversecurshred.org