

# Overview for Contract

Prior to utilizing a contract, the user should read the contract in it's entirety.

## CONTRACT DESCRIPTION

*This contract provides Shredding Services to All Agencies located in the Harrisburg area and surrounding Capitol Complex only. A listing of current locations is provided.*

*Any sites that are not on the original list, may be added by mutual agreement between the agency and the contractor with the understanding that they will be serviced at the contract price.*

*Promptly notify the DGS Bureau of Procurement (BOP) Point of Contact by email with Agency changes submitted to the supplier and DGS will update the location spreadsheet. This applies to COSTARS locations as well.*

*Minimum Equipment Requirements: To destroy Commonwealth documents responsibly and efficiently, the Supplier shall possess material handling equipment capable of moving, shredding, and bailing documents.*

## CONTRACT INFO

Material or Service	Service	
Title & Contract # (s)	Shredding Services numbers 4400000416 (4400000421 & 4400000423)	
Number of Suppliers	2	Pcard enabled: YES
Validity Period	5-1-2007 to 4-30-2009	
DGS BOP Point of Contact	Georgina Baltimore	
Contact Phone #	717-783-5368	
Email	<a href="mailto:gbaltimore@state.pa.us">gbaltimore@state.pa.us</a>	

## PRICING HIGHLIGHTS

Including Minimum Order Amount (in dollars and/or quantity, if applicable): A minimum of 4,000 pounds of mixed paper per hour. (On-site shredding shall be a minimum of 1000 lbs. per hour.)

Pricing is for each location that needs to be served.

The supplier will calculate the unit price per 96 gallon toter to the unit price per 100lb console for either on-site or off-site services.

## PROCESS TO ORDER

CONTRACT TYPE- *SRM: (NORMAL(has material masters), MSCC, PUNCHOUT,PRODUCT CATEGORY) , R3: (MRP & Market Priced contracts) or describe other processes to order.*

IF PRODUCT CATEGORY: ***DEFINE REQUIREMENTS TO FIND CONTRACT***  
*Contacts the following suppliers for delivery/pickup schedules*

*Tri-State Shredding Corp. (contract #4400000421)  
 2209 N. 7th Street,  
 Harrisburg, PA 17110,  
 Attn: Perry Goldberg (717) 233-5606*

*All Star Shredding (contract #4400000423)  
 P.O. Box 708  
 Gladwyne, PA 19035,  
 Attn: Richard Goldberg (610) 520-1900*

**SPECIAL CONTRACT TERMS AND CONDITIONS CONTINUED**

**SPECIAL CONTRACT TERMS AND CONDITIONS FOR SHREDDING**

**CONTRACT SCOPE/OVERVIEW:** This Contract No. CN00025551 (Legacy Contract #9985-31) will cover the requirements of Commonwealth agencies located within the Harrisburg (PA) area and Capitol Complex as identified in these Special Terms and Conditions as the "Contract Area", for the pick up and secure storage and shredding and/or on-site of the Commonwealth's paper. All Suppliers shall supply all requested information or the bid may be rejected.

**No bid security is required.**

**ORDER OF PRECEDENCE:** These Special Contract Terms and Conditions supplement the Standard Contract Terms and Conditions for Statewide Contracts for Supplies. To the extent that these Special Contract Terms and Conditions conflict with the Standard Contract Terms and Conditions for Statewide Contracts for Supplies, these Special Contract Terms and Conditions shall prevail.

**TERM OF CONTRACT:** The Contract shall commence on the Effective Date no earlier than **May 1, 2007** and expire on **April 30, 2009**.

**OPTION TO EXTEND:** The Department of General Services reserves the right, upon notice to the Contractor, to extend the Contract or any part of the Contract for up to three (3) months upon the same terms and conditions. This will be utilized to prevent a lapse in Contract coverage and only for the time necessary, up to three (3) months, to enter into a new contract.

**OPTION FOR SEPARATE COMPETITIVE BIDDING PROCEDURE:** The Department of General Services reserves the right to purchase supplies covered under this Contract through a separate competitive bidding procedure, whenever the department deems it to be in the best interest of the Commonwealth. The right will generally be exercised only when a specific need for a large quantity of the supply exists or the price offered is significantly lower than the Contract price.

**ADDRESS OF PURCHASE ORDER:** Commonwealth agencies may issue purchase orders against this Contract for supplies required by the agencies (using agencies). Please state below where the Purchase Orders should be sent (name, address, city, state, zip code).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**COSTARS PROGRAM CLAUSE**

**COSTARS Purchasers.** Section 1902 of the Commonwealth Procurement Code, 62 Pa.C.S. § 1902 (“Section 1902”), authorizes local public procurement units and state-affiliated entities (together, “COSTARS Purchasers”) to participate in Commonwealth procurement contracts that the Department of General Services (“DGS”) may choose to make available to COSTARS Purchasers. DGS has identified this Contract as one suitable for COSTARS Purchaser participation.

- A. Only those COSTARS Purchasers registered with DGS may participate as COSTARS Purchasers in a Commonwealth contract. Several thousand COSTARS Purchasers are currently registered with DGS; therefore, the Supplier agrees to permit **only** to DGS-registered COSTARS members to make COSTARS purchases from this Contract.
  - 1. A “local public procurement unit” is:
    - Any political subdivision;
    - Any public authority;
    - Any tax exempt, nonprofit educational or public health institution or organization;
    - Any nonprofit fire, rescue, or ambulance company; and
    - To the extent provided by law, any other entity, including a council of governments or an area government that expends public funds for the procurement of supplies, services, and construction.
  - 2. A state-affiliated entity is a Commonwealth authority or other Commonwealth entity that is not a Commonwealth agency. The term includes the Pennsylvania Turnpike Commission, the Pennsylvania Housing Finance Agency, the Pennsylvania Municipal Retirement System, the Pennsylvania Infrastructure Investment Authority, the State Public School Building Authority, the Pennsylvania Higher Educational Facilities Authority and the State System of Higher Education.
- B. COSTARS Purchasers have the option to purchase from a Contract awarded under this procurement, from any DGS contract established exclusively for COSTARS Purchasers in accordance with the requirements of Section 1902, from any other cooperative procurement contracts, or from their own procurement contracts established in accordance with the applicable laws governing such procurements. The Supplier understands and acknowledges that there is no guarantee that any prospective COSTARS Purchaser will place an order under this Contract, and that it is within the sole discretion of the registered COSTARS Purchaser whether to procure from this Contract or to use another procurement vehicle.
- C. DGS is acting as a facilitator for COSTARS Purchasers who may wish to purchase under this Contract. Registered COSTARS Purchasers who participate in this Contract and issue purchase orders (“POs”) to Suppliers are third party beneficiaries who have the right to sue and be sued for breach of this contract without joining the Commonwealth or DGS as a party. The Commonwealth will not intervene in any action between a Supplier and a Purchaser unless substantial interests of the Commonwealth are involved.

**SPECIAL CONTRACT TERMS AND CONDITIONS CONTINUED**

- D. Registered COSTARS Purchasers electing to participate in this Contract will order items directly from the Supplier and be responsible for payment directly to the Supplier.
  
- E. The Supplier shall furnish to the DGS COSTARS Program Office a quarterly electronic Contract sales report detailing the previous quarter's Contract purchasing activity, using the form and in the format prescribed by DGS. The Supplier shall submit its completed quarterly report no later than the fifteenth calendar day of the succeeding Contract quarter.
  - 1. Until such time as DGS may provide the Supplier written notice of automated report filing, the Supplier shall either e-mail the reports to [GS-PACostars@state.pa.us](mailto:GS-PACostars@state.pa.us) or send the reports on compact disc via US Postal Service to the DGS COSTARS Program Office, Bureau of Procurement, 6<sup>th</sup> Floor Forum Place, 555 Walnut Street, Harrisburg, PA 17101. When DGS has instituted automated reporting, the Supplier shall comply with DGS's written notice and instructions on automated Contract reports. DGS will provide these instructions with sufficient advance time to permit the Supplier to undertake automated reporting.
  - 2. The Supplier shall include on each report the Supplier's name and address, the Contract number, and the period covered by the report. For each PO received, the Supplier shall include on the report the name of each COSTARS-Registered Purchaser that has used the Contract along with the total dollar volume of sales to the specific Purchaser for the reporting period.
  - 3. DGS may suspend the Supplier's participation in the COSTARS Program for failure to provide the Quarterly Sales Report within the specified time.
  
- F. Additional information regarding the COSTARS Program is available on the DGS COSTARS Website at [www.dgs.state.pa.us/costars](http://www.dgs.state.pa.us/costars).
  - 1. If the Supplier is aware of any qualified entity not currently registered and wishing to participate in the COSTARS Program, please refer the potential purchaser to the DGS COSTARS Website at [www.dgs.state.pa.us/costars](http://www.dgs.state.pa.us/costars), where it may register by completing the online registration form and receiving DGS confirmation of its registration. To view a list of currently-registered COSTARS member entities, please visit the COSTARS website.
  - 2. Direct all questions concerning the COSTARS Program to:
    - Department of General Services
    - COSTARS Program
    - 555 Walnut Street, 6<sup>th</sup> Floor
    - Harrisburg, PA 17101
    - Telephone: 1-866-768-7827
    - E-mail [GS-PACostars@state.pa.us](mailto:GS-PACostars@state.pa.us)

**SPECIAL CONTRACT TERMS AND CONDITIONS CONTINUED**

If your firm is awarded a contract, does it agree to sell the awarded items at the same price and/or discounts, and in accordance with the contractual terms and conditions, to registered COSTARS Purchasers who elect to participate in the contract?

Please Answer: Yes  No

**OPTION TO RENEW:** The Contract or any part of the Contract may be renewed for three additional one-year terms by mutual agreement between the Department of General Services (DGS) and the Contractor. If the Contract is renewed, the same terms and conditions shall apply.

**BILLING REQUIREMENTS:** The Contractor is required to establish separate billing accounts with each using agency and invoice the agencies separately, as directed. The Contractor shall itemize each invoice with adequate detail as required by agencies to verify charges. In no instance shall the Contractor require any agency to pay for services priced differently from its quote to the requesting agency.

**BLANKET CONTRACT PURCHASE ORDERS:** Commonwealth agencies may issue Blanket Contract Purchase Orders against this Contract. Such orders may cover all anticipated requirements for a set period (i.e. a month, quarter, or year). Note: The maximum length of a Contract Purchase Order shall be one year.

**CONTRACTOR SITE AUDIT INSPECTION:** Commonwealth agencies are advised to thoroughly review the Contractor's policies and procedures, and reserve the right to conduct an initial site visit, and conduct subsequent unannounced visits (this applies to off site shredding only).

**CERTIFICATE OF DESTRUCTION:** The Contractor shall take full responsibility for protecting Commonwealth and agency confidentiality, taking reasonable and appropriate measures and showing due diligence in pursuing security measures and policies to protect confidentiality. The Contractor are encouraged to complete all requirements to obtain a certification of "AAA" from the National Association for Information Destruction (NAID) within 18 months of the Contract award. For good cause shown, the Contractor may request that DGS waive individual NAID requirements, as long as the applicable performance or security requirements as determined by The Commonwealth Agency Recycling Office (CARO) have been met.

**STATEMENT OF WORK:** The Contractor shall store the Commonwealth's paper in a secure limited access area that is controlled by the Contractor at all times. The shredding facility must be protected from fire risk by means of a no smoking policy, adequate fire extinguishers present, and a sprinkler system. The Commonwealth reserves the right to periodically inspect the Contractor's premises without prior notice to insure that the Contractor is maintaining proper security.

All shredding must be 1/2" or less, cross cut lengthwise across the text of the document.

The Contractor shall make all reasonable effort to shred all documents within 24 hours of collection.

ON-SITE SHREDDING: All shredding must be 1/2" or less, cross cut lengthwise across the text of the document or similar secure method as acceptable to the using agency.

**MINIMUM EQUIPMENT REQUIREMENTS:** In order to destroy Commonwealth documents responsibly and efficiently, the Contractor shall possess material handling equipment capable of moving, shredding, and baling a minimum of 4,000 pounds of mixed paper per hour. (On-site shredding shall be a minimum of 1000 lbs. per hour.)

The Commonwealth intends to provide an estimated 80 each / 96 gallon rated totes and 6 each / 1 cubic yard wooden lock boxes (these boxes equal 1000 lbs.). The remainder will be supplied by the Contractor.

**ELIGIBILITY REQUIREMENTS:** Supplier shall provide the following information.

1. Make, model, practical capacity (lbs per hr), and horsepower of the bidder's currently owned shredder (fill in below or attach additional sheets).

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2. Three references (within the last two years) from companies or government entities where the bidder shredded a minimum of 1,000 lbs per month (attach as additional sheets).
3. A description of the bidder's premises, showing the bidder's capability to properly store the Commonwealth's paper in a secure, dry, pest free limited access area under the bidder's control of at all times; information to include: square footage of storage facility, number of access doors and lock systems, list of all security features (attach as additional sheets).

Commonwealth Agency Recycling Office (CARO) may inspect the bidder's premises prior to Contract award to insure the Contractor meets the Off-Site Eligibility Requirements of these Special Terms and Conditions.

**REPORTS:** The DGS Commodity Specialist requires monthly written reports from the Contractor, to include the shredding date, the using agency (if known), the cost and the shredded weight delivered to the paper recycler or shredded weight provided to a specific agency. No shredded paper is returned to the Commonwealth.

**BID PRICING:** Except as otherwise provided, DGS will award the Contract to the lowest responsible and responsive bidder (s) as described under "Method of Award". Prices must apply to all agencies of the Commonwealth included in the list of attached locations. Locations in the immediate Harrisburg area may be added to this contract at a future date at the mutual consent of both parties. The shredded price shall include the cost to collect, store (off site), and shred the paper. This covers all charges on the contract.

**METHOD OF AWARD:** This contract shall be awarded in two parts. Part "A" will be awarded to the low responsible supplier for secure, off site shredding services at the contractor's facilities. Pricing will be based on the cost per 96 gallon rated toter and a 100lb rated capacity secure "console". Low bid will be determined by calculating the lowest sum of the each price for both containers. Supplier must provide a firm price for each container type or the bid will be rejected.

Part "B" will be awarded to the lowest responsible supplier for secure, on site shredding services using the contractor's mobile shredding truck and shredder at the agency location. Pricing will be based on the cost per 96 gallon rated toter and a 100lb rated capacity secure "console". Low bid will be determined by calculating the lowest sum of the each price for both containers. Supplier must provide a firm price for each container type or the bid will be rejected.

**CONTAINERS:** All containers shall be provided by the awarded contractor and shall remain the property of the awarded contractor. Toter containers shall be 96 gallon rated "toters" typically high durable plastic containers with casters and a lid. Secure console containers are typically rectangular in shape with a lock and a slot for inserting paper. They should be metal construction and shall be made to blend in with an office environment. Secure consoles shall be 100 lb rated capacity and paper shall be contained in disposable bags inserted in the console. Bags shall be furnished by the contractor.

Containers other than the 96 gallon rated toters and 100 lb rated secure consoles may be used by mutual agreement. Pricing shall be determined by pro rating based on the contract price. For example:

If the awarded price for shredding of a 96 gallon toter is \$12.00, the price for shredding a 64 gallon toter shall be determined by dividing \$12.00 by 96 gallons to determine a per/gallon charge. ( $\$12.00 \div 96 = \$0.125$ ) ( $64 \text{ gallons} \times \$0.125 = \$8$ ).

Likewise if the awarded price for a 100 lb secure console is \$10.00, the price for shredding a 200 lb. secure console shall be determined by dividing \$10.00 by 100 lbs to determine a per/lb charge. ( $\$10.00 \div 100 = \$0.10$ ) ( $200 \text{ lbs} \times \$0.10 = \$20.00$ ).

The Commonwealth reserves the rights to require contractors to provide certification that the containers used are capable of containing the stated "rated" capacity. Verification may be in the form of documentation from the container manufacturer, or by physically weighing or measuring the capacity of a sample container.

**SCHEDULING:** Agencies shall make a reasonable effort at the facility to move paper for shredding to a central collection and pickup location which affords street access to the contractor. Those locations that require "inside" pick up shall be noted with an asterisk on the "location" attachment. Regular pick ups days and times shall be made by mutual agreement by each individual facility and the contractor. Agencies shall make reasonable efforts to accommodate the contractor's schedule to make most efficient use of the daily pick up routes. If an agency cancels a regular pick up with less than 24 hours (working day) notice, the contractor may charge the equivalent of one container for making a stop without picking up paper. Weekend and holiday pickups may be made at the contractor's discretion. NOTE: Facilities requiring on-site shredding will need to ensure that there is an area where the contractor can operate his shredding truck at the location.

**ESTIMATED QUANTITIES OF PAPER:** The paper to be shredded from all facilities on the attached locations list will yield a total average of 50 tons per month.

**SPECIAL CONTRACT TERMS AND CONDITIONS CONTINUED**

**PRICES:** The Contractor may not include surcharges of any type, including mileage, in its bid or in any invoice; however, the selected Contractor may take advantage of the "Update Price Option" clause below. At no time may the Contractor unilaterally change its prices; the prior written consent of the DGS Commodity Specialist is required before implementing any price change. If the DGS Commodity Specialist consents to the price increase, the Commodity Specialists will issue a Change Notice to the Contract (9985-31); this Change Notice shall be added to the contract on the DGS website.

**UPDATE PRICE OPTION:** The Contractor may adjust its price one year from the date of award, or at any renewal period. To request a price adjustment, the Contractor shall submit a letter to the Commodity Specialist requesting an adjustment to its existing pricing in accordance with Producer Price Index Industry Data **Series ID:** PCU484110484110; **Industry:** "General freight trucking, local" of the US Department of Labor, Bureau of Labor Statistics/North American Industry Classification System (NAICS): <http://www.census.gov/epcd/naics02/>

Example: Producer Price Index Industry Data **Series ID:** PCU484110484110; **Industry:** "General freight trucking, local" for the nearest month. If the Contractor's existing rate was \$.06 per pound, and the 12-month percentage change was + 4.3%; (.06 x .043) rounded to three decimals would yield a 0.003 increase. DGS would add this to the Contractors' existing rate to arrive at a new Contract rate of \$.063 cents per pound.

NOTE: Price adjustment for one year will be based on the lower of the percent of change in the most recent 12 months of data from the series ID, or 4.5%.

**TRANSITION FROM EXISTING SERVICE CONTRACTS:** Certain Commonwealth agencies may have existing contracts for shredding services. Upon award of this Contract 9985-31, these agencies may continue their own Contracts until their expiration, without any renewal or extension options. After that time, the agencies within the service area are anticipated to use this Contract.

**SENSITIVE INFORMATION/NEWS RELEASES:** Except as enumerated below the Contractor shall not:

- (A) Publish or otherwise disclose any information or data obtained during the course of performance under the Contract, without DGS's prior written consent.
- (B) Release or issue any news item relating to the performance of this Contract unless DGS approves the release in writing, in advance. DGS reserves the sole right to issue news releases related to the Contract at any time.

**INSURANCE:** Contractor shall purchase and maintain at its expense the following types of insurance, issued by companies acceptable to the Department and authorized to conduct such business under the laws of the Commonwealth of Pennsylvania.

- A. Worker's Compensation Insurance for all of the Contractor's employees and those of any subcontractor, engaged in work at the site of the project as required by law.
- B. Public Liability and Property Damage Insurance to protect the Commonwealth, the Contractor, and any and all subcontractors from claims for damages to property including the loss of use resulting from any property damage, which may arise from the activities performed under the Contract or the failure to perform under the Contract, whether such performance or non-performance be by the Contractor, by any subcontractor, or by anyone directly or indirectly employed by either.

**SPECIAL CONTRACT TERMS AND CONDITIONS CONTINUED**



The minimum amounts of coverage shall be \$250,000 per person and \$1,000,000 per occurrence for bodily injury, including death, and \$250,000 per person and \$1,000,000 per occurrence for property damage. Such policies shall be occurrence rather than claims-made policies and shall not contain any endorsements or any other form designated to limit and restrict any action by the Commonwealth, as an additional insured, against the insurance coverage in regard to work performed for the Commonwealth.

Prior to commencement of work under this contract, the Contractor shall provide the Department with current certificates of insurance. These certificates shall contain a provision that coverage afforded under the policies will not be cancelled or changed until at least thirty (30) days' written notice has been given to the Department.

The purchasing agency shall be under no obligation to obtain insurance certificates from the Contractor. The agencies' failure to obtain certificates shall not be deemed a waiver of the Contractor's obligation to obtain and furnish certificates. DGS and the purchasing agencies shall have the right to inspect the Contractor's original insurance policies.

**MINIMUM ORDER:** There is no minimum order. All purchasing agencies will make reasonable efforts to request pickup when containers are full.

**INQUIRIES:** Direct all questions concerning this Contract to Georgina Baltimore, Commodity Specialist, Forum Place 6<sup>th</sup> floor, 555 Walnut Street, Harrisburg, PA. 17101. Telephone No. (717) 783-5368, e-mail [gbaltimore@state.pa.us](mailto:gbaltimore@state.pa.us)

Contract ReferenceNumber: 9985-31  
 SRM Parent Contract Number: 4400000416  
 Collective Number: CN00025551

Contract Name:  
 Shredding Service

ITEM NO.	MATERIAL GROUP	DESCRIPTION OF ARTICLES	EST. QTY.	UNIT	UNIT PRICE
		<b>SRM CONTRACT NUMBER 4400000421</b>			
		<b>SHREDDING SERVICES PART A-OFF SITE SHREDDING</b>			
10	80161508	96 gallon toter	1	EA	\$4.50
20	80161508	Secure Console (100 lb bag)	1	EA	\$1.90
		<b>SRM CONTRACT NUMBER 4400000423</b>			
		<b>SHREDDING SERVICES PART B-ON SITE SHREDDING</b>			
30	80161508	96 gallon toter	1	EA	\$5.90
40	80161508	Secure Console (100 lb bag)	1	EA	\$9.90

## Commonwealth Confidential Paper Shredding Location Spreadsheet (Rev. 3/14/08)

Current Locations, *estimated* containers needed, *estimated* quantities and *estimated* frequency of collection. Toters are show below for informational use only. Toters will be substituted with consoles at the discretion of the agency.

NOTE: All locations reserve the right to use either toters, secure consoles, a combination, or custom containers.	est. no. toters per collection	est. lbs./ collection	est. frequency	Contact Person (where applicable)	Phone	Agency/Address
<b>OLCAM Office Building*</b>	15	3750	twice / mnth	Titus, Terry	787-3361	L&I W Comp 1171 S Cameron St.
<b>OLCAM Office Building, 3rd flr*</b>	2	500	twice / mnth	Dolores, Geesaman	772-0636	L&I UC Tax 1171 South Cameron St.
<b>Riverside Office Complex*</b>	2	500	monthly	Ulsh, Lori	787-6798	Board of Finance & Rev. 4th Floor (ROC)
<b>Public School Employees Rtrmnt Sys.</b>	8	2000	twice / wk	Sanderson, Nancy	720-4731	PSERS 5 North 5th Street
<b>Dept of Labor &amp; Industry</b>	18	4500	twice / wk	Peterson, Mike	783-0322	L&I Boas St entrance (Commonwlth & 7th St)
<b>PennVest*</b>	2	500	monthly	Keisling, Elaine	783-4494	PENNVEST 22 South 3rd Street
<b>Eastgate Building*</b>	3	750	twice / mnth	Dengle, Sam	787-8062	Securities Comm. 1010 North 7th St, 2nd Flr
<b>Eastgate Building*</b>	2	500	twice/mnth	Larry Treese	783-4419	L&I Office of Adjudication 1010 North 7th st, 3rd Flr
<b>Liquor Control Board</b>	2	500	twice / mnth	Bretz, Lisa	787-7108	LCB Boas & North Capitol Sts.
<b>Health &amp; Welfare*</b>	4	1000	monthly	**	**	East side Commonwealth between Forster & North
<b>North Office Building*</b>	2	500	monthly	**	**	Tunnel, south side of North St between Cmmwlth & 3rd
<b>Strawberry Square</b>	4	1000	twice / wk	**	**	Entrance from 4th Street south of Walnut
<b>Rachel Carson State Office Building*</b>	4	1000	twice / mnth	**	**	Dock off of 4th St on alley east of Strawberry Sq.
<b>Kline Plaza*</b>	4	1000	twice / mnth	**	**	four locations off of 29th Street south of Market Street
<b>Forum Place (Health, 6th flr.)*</b>	4	2000	twice / mnth	**	**	corner of Walnut & 5th Streets
<b>Forum Building*</b>	2	500	monthly	**	**	between Commonwealth Ave & 7th off of Walnut
<b>Finance Building*</b>	4	1000	twice / mnth	**	**	corner of 7th & North Streets
<b>30 N. 3rd 6th floor*</b>	4	1000	twice / mnth	Sims, Dee	705-5108	DPW PACSES 30 N 3rd St
<b>State Police HQ</b>	15	3750	twice / mnth	Alejandro, Ray	705-5898	State Police HQ 1800 Elmerton Ave.
<b>PASP Bretz Drive dispatch*</b>	4	1000	monthly	Jackson, Linda	346-5363	State Police 8001 Bretz Dr, east inter.of Rts. 22 & 39
<b>State Police training center*</b>	2	500	monthly	Zeiders, Liz	346-7753	State Police Training 8002 Bretz Drive
<b>Willow Oak (State Hospital)</b>	8	2000	twice / wk	Fenstermacher, Jeff	772-7277	DPW Willow Oak State Hosp Grnds # 43
<b>Cherry Wood (State Hospital)</b>	8	2000	twice / wk	Judy, Aims	772-6084	DPW Cherry Wood 33 State Hosp Grnds # 33
<b>Hillcrest (State Hospital)</b>	7	1750	weekly	Warren, Lewis	772-7016	DPW Hillcrest Bldg 53 State Hosp Grnds # 53
<b>Petry Building (State Hospital)</b>	8	2000	weekly	**	**	State Hosp Grnds
<b>50 Utley Drive*</b>	3	750	twice / mnth	Cameron, Dieterick	214-7728	Corrections 50 Utley Dr, Camp Hill between Slate Hill Rd & The Capitol City Mall
<b>55 Utley Drive*</b>	4	1000	twice / mnth	Reed, Diane	730-2772	Corrections 55 Utley Dr, Camp Hill between Slate Hill Rd & The Capitol City Mall
<b>Record Center</b>	4	1000	twice / mnth	Smith, Carol	783-7330	Museum Comm 1825 Stanley Rd., Hbg.
<b>Labor &amp; Industry (Treasury, 4th flr.)*</b>	4	1600	twice / mnth	**	**	L&I Bldg. 4th Floor
<b>Education (15th flr.)</b>	10	2500	monthly	Robert Klinger	787-6665	Education Harristown II, 333 Market Street, Hbg.
<b>Labor &amp; Industry-UCBR and OUCTS</b>	3	750	every other mnth	Johnny Johnson	214-2991	L&I Harristown II, 333 Market Street, Hbg.
<b>Gaming Control Board*</b>	6	1800	every other mnth	Andy Bender	703-2972	5th floor Strawberry Square, Hbg.
<b>PHMC (State Musuem Bldg)*</b>	2	500	Quarterly/Annual	Suzanne Schmitt	787-9085	300 North Street, Harrisburg

\* The locations that will require "inside" service.

\*\* The locations without listed contacts are buildings with numerous tennents and intermitent need for shredding; they call for service as needed.

Shaded locations highlighted are those which have the largest flow of confidential paper and where 96 gallon toters are likely to be used.



**FULLY EXECUTED**

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**Contract Number: 4400000421**

Contract Effective Date: 06/14/2007

Valid From: 05/01/2007 To: 04/30/2009

All using Agencies of the Commonwealth, Participating Political Subdivision, Authorities, Private Colleges and Universities

**Purchasing Agent**

Name: Baltimore Georgina

Phone: 717-783-5368

Fax: 717 346-3820

Your SAP Vendor Number with us: 194989

**Supplier Name/Address:**

TRI STATE SHREDDING CORP

2209 N 7TH ST

HARRISBURG PA 17110-2417 US

**Please Deliver To:**

To be determined at the time of the Purchase Order unless specified below.

Supplier Phone Number: 7172335606

Supplier Fax Number: 717-233-6099

**Contract Name:**

15 SHREDDING SERVICES TRI-STATE

**Payment Terms**

NET 30

Solicitation No.:

Issuance Date:

Supplier Bid or Proposal No. (if applicable):

Solicitation Submission Date:

This contract is comprised of: The above referenced Solicitation, the Supplier's Bid or Proposal, and any documents attached to this Contract or incorporated by reference.

Item	Material/Service Desc	Qty	UOM	Price	Per Unit	Total
1	96 gallon toter	1	Each	4.50		4.50
-----						
2	100 lb console	1	Each	1.90		1.90
-----						

**General Requirements for all Items:**

**Header Text**

Tri-State Shredding Corp.

2209 N. 7th Street

Harrisburg, PA. 17110

Contact: Perry Goldberg

Phone: 717-233-5606

**Information:**

Supplier's Signature \_\_\_\_\_

Title \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_



**FULLY EXECUTED**

**Page 2 of 2**

**Contract Number: 4400000421**

Contract Effective Date: 06/14/2007

Valid From: 05/01/2007 To: 04/30/2009

**Supplier Name:**

TRI STATE SHREDDING CORP

COSTARS: YES

No further information for this Contract

**Information:**

**SPECIAL CONTRACT TERMS AND CONDITIONS FOR SHREDDING**

**CONTRACT SCOPE/OVERVIEW:** This Contract No. CN00025551 (Legacy Contract #9985-31) will cover the requirements of Commonwealth agencies located within the Harrisburg (PA) area and Capitol Complex as identified in these Special Terms and Conditions as the "Contract Area", for the pick up and secure storage and shredding and/or on-site of the Commonwealth's paper. All Suppliers shall supply all requested information or the bid may be rejected.  
**No bid security is required.**

**ORDER OF PRECEDENCE:** These Special Contract Terms and Conditions supplement the Standard Contract Terms and Conditions for Statewide Contracts for Supplies. To the extent that these Special Contract Terms and Conditions conflict with the Standard Contract Terms and Conditions for Statewide Contracts for Supplies, these Special Contract Terms and Conditions shall prevail.

**TERM OF CONTRACT:** The Contract shall commence on the Effective Date no earlier than **May 1, 2007** and expire on **April 30, 2009**.

**OPTION TO EXTEND:** The Department of General Services reserves the right, upon notice to the Contractor, to extend the Contract or any part of the Contract for up to three (3) months upon the same terms and conditions. This will be utilized to prevent a lapse in Contract coverage and only for the time necessary, up to three (3) months, to enter into a new contract.

**OPTION FOR SEPARATE COMPETITIVE BIDDING PROCEDURE:** The Department of General Services reserves the right to purchase supplies covered under this Contract through a separate competitive bidding procedure, whenever the department deems it to be in the best interest of the Commonwealth. The right will generally be exercised only when a specific need for a large quantity of the supply exists or the price offered is significantly lower than the Contract price.

**ADDRESS OF PURCHASE ORDER:** Commonwealth agencies may issue purchase orders against this Contract for supplies required by the agencies (using agencies). Please state below where the Purchase Orders should be sent (name, address, city, state, zip code).

Tri-State Shredding Corp.

2209 N. 7<sup>th</sup> Street

Harrisburg, PA 17110

Contact person: Perry Goldberg

Telephone Number: (717) 233-5606

E-mail Address: [Info@tristateshredding.com](mailto:Info@tristateshredding.com)



**FULLY EXECUTED**

Page 1 of 2

**Contract Number: 4400000423**

Contract Effective Date: 06/14/2007

Valid From: 05/01/2007 To: 04/30/2009

All using Agencies of the Commonwealth, Participating Political Subdivision, Authorities, Private Colleges and Universities

**Purchasing Agent**

Name: Baltimore Georgina

Phone: 717-783-5368

Fax: 717 346-3820

Your SAP Vendor Number with us: 205387

**Supplier Name/Address:**

ALL STAR SHREDDING LP

P.O. Box 708

GLADWYNE PA 19035-0708 US

**Please Deliver To:**

To be determined at the time of the Purchase Order unless specified below.

Supplier Phone Number: 6105201900

Supplier Fax Number: 302-325-4027

**Contract Name:**

15 SHREDDING SERVICES ALL STAR

**Payment Terms**

NET 30

Solicitation No.:

Issuance Date:

Supplier Bid or Proposal No. (if applicable):

Solicitation Submission Date:

This contract is comprised of: The above referenced Solicitation, the Supplier's Bid or Proposal, and any documents attached to this Contract or incorporated by reference.

Item	Material/Service Desc	Qty	UOM	Price	Per Unit	Total
1	96 GALLON TOTER	1	Each	5.90		5.90
-----						
2	100 LB CONSOLE	1	Each	9.90		9.90
-----						

**General Requirements for all Items:**

**Header Text**

ALL STAR SHREDDING LD

P. O. BOX 708

GLADWYNE, PA. 19035

CONTACT: RICHARD GOLDBERG

PHONE: 610-520-1900

**Information:**

Supplier's Signature \_\_\_\_\_

Title \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_



**FULLY EXECUTED**

**Page 2 of 2**

**Contract Number: 4400000423**

Contract Effective Date: 06/14/2007

Valid From: 05/01/2007 To: 04/30/2009

**Supplier Name:**

ALL STAR SHREDDING LP

COSTARS: YES

No further information for this Contract

**Information:**



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All Star Shredding LD \_\_\_\_\_

P. O. Box 708 \_\_\_\_\_

Gladwyne, PA 19035 \_\_\_\_\_

Contact person: Richard Goldberg \_\_\_\_\_

Telephone Number: (610) 520-1900 \_\_\_\_\_

E-mail Address: [Shred@allstarshredding.com](mailto:Shred@allstarshredding.com)

Contract Reference Number: 9985-31  
Collective Number: CN0002551  
SRM Contract Number: 4400000423  
Change Number: 1  
Change Effective Date: 7-12-07

**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF GENERAL SERVICES  
HARRISBURG**

**For:** All using Agencies of the Commonwealth  
**Subject:** Shredding Services  
**Contract Period:** Beginning 05/01/2007 and Ending 04/30/2009

**Commodity Specialist Name:** Georgina Baltimore XH5 (717) 783-5368, email: [gbaltimore@state.pa.us](mailto:gbaltimore@state.pa.us)

**CHANGE SUMMARY:**

Please change the prices for items 1 and 2 to the following:

Correct price for the 96 Gallon Toter 1 each @ \$9.90  
Correct price for the 100 lb Console 1 each @ \$5.90

ALL OTHER TERMS AND CONDITIONS OF THIS AGREEMENT NOT CHANGED BY THIS CHANGE NOTICE REMAIN AS ORIGINALLY WRITTEN.

Contract Reference Number: 9985-31  
Collective Number: CN00025551  
SRM Contract Number: 4400000416  
Change Number: 2  
Change Effective Date : 9-4-07

**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF GENERAL SERVICES  
HARRISBURG**

**For:** All using Agencies of the Commonwealth  
**Subject:** Shredding Services  
**Contract Period:** Beginning 05/01/2007 and Ending 04/30/2009

**Commodity Specialist Name:** Georgina Baltimore XH5 (717) 783-5368, email: [gbaltimore@state.pa.us](mailto:gbaltimore@state.pa.us)

**CHANGE SUMMARY:**

Agencies currently not listed on the location spreadsheet that is posted to the DGS website, may contact the supplier directly and by mutual agreement between them, to add your contact name and address under the contract. Promptly notify me by email with those changes that were submitted to the supplier and I will update the location spreadsheet.

**TRANSITION FROM EXISTING SERVICE CONTRACTS:** Certain Commonwealth agencies may have existing contracts for shredding services. Upon award of this Contract 9985-31, these agencies may continue their own Contracts until their expiration, without any renewal or extension options. After that time, the agencies within the service area are expected to use this Contract.

It is the agency's responsibility to adhere to the contract language that explains how transactions from existing contracts shall be handled.

**SRM CONTRACT NUMBERS:**

4400000423 All Star Shredding LP, P. O. Box 708 Gladwyne, PA 19035  
4400000421 Tri-State Shredding Corp, 2209 N. 7<sup>th</sup> Street, Harrisburg, PA 17110

ALL OTHER TERMS AND CONDITIONS OF THIS AGREEMENT NOT CHANGED BY THIS CHANGE NOTICE REMAIN AS ORIGINALLY WRITTEN.