

**ARLINGTON COUNTY, VIRGINIA  
OFFICE OF THE PURCHASING AGENT  
2100 CLARENDON BOULEVARD, SUITE 500  
ARLINGTON, VIRGINIA 22201**

**SUMMARY CONTRACT MEMO**

**Contract Title: RECORD DESTRUCTION SERVICES**

**Contract Number: 16-055**

**Prime Contractor: Safeguard Shredding**

**Secondary Contractor: ProShred Security**

**Procurement Method: ITB**

**Date of Award: 11/04/2015**

**Effective Date: 11/14/2015**

**Initial Contract Term: 11/13/2015-11/12/2020**

**Renewals: Five, one-year renewals.**

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THIS ISSUANCE SERVES AS NOTICE THAT A CONTRACT HAS BEEN AWARDED  
TO THE ABOVE LISTED AWARDEE(S).

NO WORK SHALL BE AUTHORIZED OUTSIDE THE TERM OF THE CONTRACT WITHOUT FORMAL AMENDMENT  
TO THIS CONTRACT.

NO PAYMENT FOR SERVICES RENDERED OTHER THAN THOSE EXPLICITELY LISTED IN THE CONTRACT  
SHALL BE MADE TO THE CONTRACTOR.

NO WORK SHALL COMMENCE UNTIL DULY AUTHORIZED BY THE OFFICE OF THE PURCHASING AGENT

**SUMMARY OF GOODS OR SERVICES TO BE PROVIDED:**

**SafeGuard Shredding, as the lowest bidder, will be assigned the primary designation. ProShred of Northern Virginia should only be able to assume work for the County if the Primary does not have the available capacity to provide services, as per our solicitation, pg. 7., Section 1, Paragraph 25.has been selected for award of the referenced contract.**

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Contractor Name: Safeguard Shredding

Contractor Contact: Brad Schofield

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County Project Officer: Chad Doran

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County Procurement Officer: Robert Jenkins

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