

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

CONTRACT AMENDMENT

TO: SAFEGUARD SHREDDING	ORIGINAL DATE ISSUED:	NOVEMBER 4, 2015
6744 GRAVEL AVENUE	CONTRACT NO:	16-055
ALEXANDRIA, VA 22310	CONTRACT TITLE:	RECORD DESTRUCTION SERVICES
	AMENDMENT NO:	2

THIS IS A NOTICE OF RENEWAL AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.

The contract documents consist of the terms and conditions of AGREEMENT No. 16-055 including any attachments or amendments thereto.

EFFECTIVE DATE: NOVEMBER 13, 2021

EXPIRES: NOVEMBER 12, 2022

RENEWALS: THIS IS THE SECOND YEAR RENEWAL OF A POSSIBLE FIVE (5) YEAR CONTRACT.

COMMODITY CODE(S): 96227

EMPLOYEES NOT TO BENEFIT:

NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.

VENDOR CONTACT: BRAD SCHOFIELD

VENDOR TEL. NO.: (703) 224-3000

EMAIL ADDRESS: BRAD@SAFEGUARDSHRED.COM

COUNTY CONTACT: ISHAI TRANI (DTS)

COUNTY TEL. NO.: (703) 228-3408

COUNTY CONTACT EMAIL: ITRANI@ARLINGTONVA.US

PURCHASING DIVISION AUTHORIZATION

Sy Gezachew

Title: Procurement Officer

Date: September 27, 2021

ARLINGTON COUNTY, VIRGINIA

**AGREEMENT NO. 16-055
AMENDMENT NUMBER 2**

This **Amendment Number 2** is made on **October 1, 2021** by the County and amends Agreement Number 16-055 ("Main Agreement") dated November 4, 2015 between **Safeguard Shredding** ("Contractor") and the **County Board of Arlington County, Virginia** ("County").

The County and the Contractor agree to amend the Main Agreement as follows:

1. PURSUANT TO PROVISION **2. CONTRACT TERM**, THE COUNTY EXERCISES THE 2ND OF FIVE (5) ONE-YEAR RENEWAL OPTIONS FOR THE PERIOD OF NOVEMBER 13, 2021 TO NOVEMBER 12, 2022.

2. PROVISION **55. NOTICES** IS HEREBY DELETED IN ITS ENTIRETY AND REPLACED WITH THE FOLLOWING:

55. NOTICES

Unless otherwise provided in writing, all written notices and other communications required by this Contract are deemed to have been given when either (a) delivered in person; (b) delivered by an agent, such as a delivery service; or (c) deposited in the United States mail, postage prepaid, certified or registered and addressed as follows:

TO THE CONTRACTOR:

Brad Schofield
6744 Gravel Avenue
Alexandria, Virginia 22310
Tel. (703) 224-3000
Email. brad@safegardshred.com

TO THE COUNTY:

Ishai Trani, Project Officer
2100 Clarendon Boulevard, Suite 610
Arlington, Virginia 22201
Tel. (703) 228-3408
Email. itrani@arlingtonva.us

AND

Sharon T. Lewis, LL.M, MPS, VCO, CPPB
Purchasing Agent
Arlington County, Virginia
2100 Clarendon Boulevard, Suite 500
Arlington, Virginia 22201
Email: slewis1@arlingtonva.us

TO COUNTY MANAGER'S OFFICE (FOR PROJECT CLAIMS):

Mark Schwartz, County Manager
Arlington County, Virginia
2100 Clarendon Boulevard, Suite 318
Arlington, Virginia 22201

3. PROVISION **41. AUDIT** IS HEREBY DELETED IN ITS ENTIRETY AND REPLACED WITH THE FOLLOWING:

41. AUDIT

The Contractor must retain all books, records and other documents related to this Contract for at least five years, or such period of time required by the County's funding partner(s), if any, whichever is greater, after the final payment and must allow the County or its authorized agents to examine the documents during this period and during the Contract Term. The Contractor must provide any requested documents to the County for examination within 15 days of the request, at the Contractor's expense. Should the County's examination reveal any overcharging by the Contractor, the Contractor must, within 30 days of County's request, reimburse the County for the overcharges and for the reasonable costs of the County's examination, including, but not limited to, the services of external audit firm and attorney's fees; or the County may deduct the overcharges and examination costs from any amount that the County owes to the Contractor. If the Contractor wishes to destroy or dispose of any records related to this Contract (including confidential records to which the County does not have ready access) within five years after the final payment, or such period of time required by the County's funding partner(s), if any, whichever is greater, the Contractor must give the County at least 30 days' notice and must not dispose of the documents if the County objects.

The Purchasing Agent may require the Contractor to demonstrate that it has the necessary facilities, ability, and financial resources to comply with the Contract and furnish the service, material or goods specified herein in a satisfactory manner at any time during the term of this Contract.

4. ADD PROVISION FOR SEXUAL HARASSMENT POLICY:

61. * SEXUAL HARASSMENT POLICY

If the Contractor employs more than five employees, the Contractor shall (i) provide annual training on the Contractor's sexual harassment policy to all supervisors and employees providing services in the Commonwealth, except such supervisors or employees that are required to complete sexual harassment training provided by the Department of Human Resource Management, and (ii) post the Contractor's sexual harassment policy in (a) a conspicuous public place in each building located in the Commonwealth that the Contractor owns or leases for business purposes and (b) the Contractor's employee handbook.

5. ADD THE FOLLOWING COVID-19 VACCINATION POLICY PROVISION FOR CONTRACTORS:

62. COVID-19 VACCINATION POLICY FOR CONTRACTORS

Due to the ongoing COVID-19 pandemic, the County has taken various steps to protect the welfare, health, safety, and comfort of the workforce and public at large. As part of these steps, the County has implemented various requirements with respect to health and safety including

policies with respect to social distancing, the use of face-coverings and vaccine mandates. To protect the County's workforce and the public at large, all employees and subcontractors of the Contractor who are assigned to this Contract, must be fully vaccinated against COVID-19. Any contractor employee or subcontractor who is not fully vaccinated should be following a weekly testing protocol as established by the Contractor.

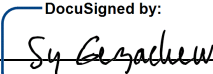
All other terms and conditions of the Main Agreement remain in effect.

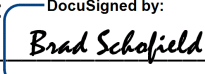
WITNESS these signatures:

THE COUNTY BOARD OF ARLINGTON

SAFEGUARD SHREDDING

COUNTY, VIRGINIA

AUTHORIZED: DocuSigned by:
SIGNATURE: 
27FC198F4A6D475...
NAME: SY GEZACHEV
TITLE: PROCUREMENT OFFICER
DATE: 9/27/2021

AUTHORIZED: DocuSigned by:
SIGNATURE: 
E4A9D1D510D04E8...
NAME: Brad Schofield
TITLE: President
DATE: 9/24/2021

Safeguard Shredding

Categories of Record Destruction*	Unit	Price	Annual Number of Units	Total Price (Price x Annual Number of Units)
Paper Destruction				
Box	1.2 Cubic Ft	1.93	500	965
Box	2.4 Cubic Ft	3.75	200	750
Security Container	64 Gallon	9.75	1300	12675
Container	96 Gallon	14.75	100	1475
Service Visit**	Per Visit	24.25	100	2425
Media Destruction				
Box	1.2 Cubic Ft	5.75	25	143.75
Box	2.4 Cubic Ft	12	5	60
Media Container	32 Gallon	25	5	125
Media Container	65 Gallon	49	5	245
Hard Drive	Unit	3.45	750	2587.5
Service Visit**	Per Visit	24.25	12	291
TOTAL				21451.25