

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

CONTRACT RENEWAL

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

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, 2020

EXPIRES: NOVEMBER 12, 2021

RENEWALS: THIS IS THE FIRST (1) 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

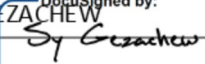
COUNTY CONTACT: ISHAI TRANI (DTS)

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

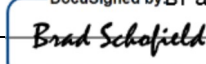
COUNTY CONTACT EMAIL: ITRANI@ARLINGTONVA.US

CONTRACT AUTHORIZATION

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA

PRINT: SY GEZACHEW
SIGNATURE: 
TITLE: PROCUREMENT OFFICER
DATE: 10/6/2020

SAFEGUARD SHREDDING

PRINT: Brad Schofield
SIGNATURE: 
TITLE: President
DATE: 10/6/2020

II. SPECIFICATIONS

Detailed specifications are included herein and in the Bid Form.

The County is seeking to procure record destruction services that will include all labor, equipment and transportation. The County anticipates the need to destroy thirteen thousand (13,000) cubic feet of paper annually and one hundred (100) cubic feet of media annually. Destruction will primarily occur and be witness be County staff at County facility as determined by the County Project Officers (Chief Records Management Officer and DHS Compliance Officer). At the County Project Officers' discretion, records may be retrieved at a County location and destroyed at the Contractor facility. The County's largest user of destruction services, the Department of Human Services, destroys twenty (20) 64/96 gallon containers onsite weekly.

County records are to be destroyed according to the requirements of Chapter 120 of the Virginia Administrative Code (17VAC15-120-10-30), the Virginia Public Records Act (VPRA) Section 42.1-76 ET SEQ, and the Health Insurance Portability and Accountability Act(HIPAA)(45 CFR Part 160 and 164). County paper records are to be shredded by a mechanical cross-cut shredder that reduces paper to a size no wider than 3/8 inches. Media is to be destroyed through digital shredding, degaussing, or physical destruction of the storage media.

Within thirty (30) days following completion of the destruction process, a Certificate of Destruction that lists the volume of records that have been destroyed, who destroyed the records and the date of the destruction is to be supplied to the County. All destroyed materials are to be recycled, when possible.

Record destruction and site visits are to be coordinated with the County's Project Officers. Services are to be provided during the County standard business hours (between 8:00 AM and 5:00 PM EST). The Contractor will provide secure containers, estimated at forty (40) containers, to be housed in County facilities designated by the Project Officers. The Contractor is responsible for retrieving containers from the place of rest and transporting containers and any materials for destruction. Records removed from the County must be secured according to above referenced requirements prior to destruction.

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