

State of Vermont

Buildings and General Services
Office of Purchasing & Contracting
10 Baldwin St
Montpelier VT 05633-7501
United States

CONTRACT



Vendor ID 0000102588
SecurShred
472 Meadowland Dr Unit 1
S Burlington VT 05403
United States

| | |
|---|---|
| Contract ID 0000000000000000000029245 | Page 1 of 6 |
| Contract Dates 07/01/2015 to 06/30/2017 | Origin CPS |
| Description: CPS DOC/ELEC MEDIA DESTRUCTION | Contract Maximum \$9,999,999.00 |
| Buyer Name Wortman,Linda | Buyer Phone 828-5684 |
| Contract Status Approved | |

Phone #: (877) 863-3003

| Line # | Item ID | Item Desc | UOM | Unit Price | Max Qty | Max Amt |
|--------|---------|--|-----|------------|---------|---------|
| 1 | | INDIVIDUAL STATE AGENCIES PICK-UP : PAPER/CONFIDENTIAL MATERIAL 64 GAL TOTE, LOCKING. CONTAINERS MAY CONTAIN WHITE PAPER, COLORED PAPER, MANILA FOLDERS, HANGING FOLDERS, AND PAPER BOUND BY STAPLES AND/OR CLIPS. THERE ARE NO CONTAINER FEES. | EA | 15.00000 | 0.00 | 0.00 |
| | | *\$20.00 MINIMUM STOP FEE WHEN PROVIDING CONTAINER SERVICE | | | | |
| 2 | | INDIVIDUAL STATE AGENCIES PICK-UP CONSOLE - EXECUTIVE CONSOLE PER LOCATION PER PICK UP. CONSOLE CAPACITY IS 3 STANDARD BOXES OF DOCUMENTS. MAY CONTAIN WHITE PAPER, COLORED PAPER, MANILA FOLDERS, HANGING FOLDERS, AND PAPER BOUND BY STAPLES AND/OR CLIPS. | EA | 15.00000 | 0.00 | 0.00 |
| | | *\$20.00 MINIMUM STOP FEE WHEN PROVIDING CONTAINER SERVICE | | | | |
| 3 | | BOX SREDDING - PAPER/CONFIDENTIAL MATERIAL DESTRUCTION. STANDARD BANKERS BOX WITH WHITE PAPER, COLORED PAPER, MANILA FOLDERS, HANGING FOLDERS, AND PAPER BOUND BY STAPLES AND/OR CLIPS. PRICE IS PER BOX. | EA | 5.00000 | 0.00 | 0.00 |
| | | *STANDARD SIZE BANKERS BOX PRICING: 1-20 BOXES \$5.00 21-75 BOXES \$5.00 OVER 75 BOXES \$5.00 | | | | |
| | | *\$50.00 MINIMUM STOP FEE WHEN PROVIDING BOX SHREDDING SERVICE | | | | |
| 4 | | ELECTRONIC AND DIGITAL MEDIA DESTRUCTION | EA | 0.01000 | 0.00 | 0.00 |
| | | HARD DRIVE DESTRUCTION \$6.00 OUT OF MACHINE \$8.00 IN MACHINE | | | | |
| | | PRINT/COPY STATION 0.50 PRICE/LB | | | | |
| | | LAPTOP PORTABLE AND NOTEBOOK COMPUTERS 0.25 PRICE/LB | | | | |
| | | CPU'S DESKTOP, TOWERS, SERVICE/POUND 0.25 PRICE/LB | | | | |
| | | HANDHELD WIRELESS DEVICES/POUND TO INCLUDE BUT NO LIMITED TO PDA'S, CELLPHONE, PHONES 0.50 PRICE/LB | | | | |
| | | COMPUTER SHELLS/POUND 0.25 PRICE/LB | | | | |
| | | PERIPHERALS/POUND TO INCLUDE BUT NOT LIMITED TO: KEYBOARDS, MICE, SPEAKERS, CABLES AND OTHER PERIPHERALS 0.35 PRICE/LB | | | | |
| | | MONITORS, CRT'S AND LCD'S/POUND | | | | |

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| | 0.40 | PRICE/LB | | | | |
| | | DESKTOP PRINTERS AND FAX MACHINES | | | | |
| | 0.45 | PRICE/LB | | | | |
| | | OTHER MEDIA STORAGE/POUND TO INLCUDE BUT NOT LIMITED TO CD'S, FLOPPIES, BACKUP TAPES, VIDEO/AUDIO TAP, MICROFILM, ETC.) | | | | |
| | 0.50 | PRICE/LB | | | | |
| *** \$50.00 MINIMUM STOP FEE WHEN PROVIDING ELECTRONICS RECYCLING OR HARD DRIVE DESTRUCTION OR ELECTRONIC MEDIA DESTRUCTION SERVICE. | | | | | | |

CONTRACT TERMS AND ADDITIONAL INFORMATION

TYPES OF MATERIALS: RECORDS MAY INCLUDE PAPER AND NON-PAPER ITEMS.
PAPER RECORDS: CAN BE DESCRIBED AS WHITE PAPER, COLORED PAPER, MANILA FOLDERS, HANGING FILE FOLDERS AND PAPER BOUND BY STAPLES AND/OR PAPERCLIPS. MAY INCLUDE VEHICLE AND REGISTRATION STICKERS AND PLASTIC ENCASED RECORDS, SUCH AS DRIVER'S LICENSES.

ELECTRONIC MEDIA; CAN BE DESCRIBED AS COMPACT DISCS, FLOPPY DISKS, VIDEO CASSETTE TAPES, AUDIO TAPES, FILM, MICROFICHE, ADHESIVE LABELS. OTHER ELECTRONIC MEDIA INCLUDES LAPTOP PORTABLE AND NOTEBOOK COMPUTERS, CPU'S - DESKTOP, TOWERS AND SERVER COMPUTERS; HARD DRIVES FROM BOTH COMPUTER AND COPIERS, HANDHELD WIRELESS DEVICES, PDA'S, CELLPHONES, PHONES, COMPUTER SHELLS, KEYBOARDS, MICE, SPEAKERS, CABLES AND OTHER PERIPHERALS, MONITORS, CRTS, LCDS, DESKTOP PRINTERS AND FAX MACHINES, AND PRINT/COPY STATIONS.

OTHER DESTRUCTION: ID'S, CIGARETTES, LOTTERY TICKETS, LABELS/STICKERS, AND TAGS ECT.

SERVICES:
WEEKLY, BI-WEEKLY AND MONTHLY PICKUPS: SERVICES ARE TO BE PERFORMED ON A WEEKLY, BI-WEEKLY, OR MONTHLY BASIS. WEEKLY AND BI-WEEKLY PICKUP FOR ON-SITE SHREDDING WITH OFF-SITE DISPOSAL SHALL BE SCHEDULED BY THE CONTRACTOR ON THE SAME DAY OF THE WEEK UNLESS THERE IS A HOLIDAY, THEN PICKUP TIMES MUST BE SCHEDULED ON THE NEXT BUSINESS DAY. THE MONTHLY PICKUP FOR ON-SITE SHREDDING WITH OFFSITE DISPOSAL SHALL BE SCHEDULED ON THE SAME DAY OF THE WEEK EVERY FOUR WEEKS. UNLESS THERE IS A HOLIDAY, THEN PICKUP TIMES MUST BE SCHEDULED ON THE NEXT BUSINESS DAY. PICKUPS WILL BE SCHEDULED BETWEEN 8:30 AM AND 4:00 PM ONLY MONDAY-FRIDAY. ADDITIONAL UNSCHEDULED PICKUPS FOR ONSITE SHREDDING MAY BE REQUESTED BY INDIVIDUAL STATE AGENCIES AS THE NEED OCCURS.

CONTAINERS: THE CONTRACTOR SHALL PROVIDE THE TOTES OR SIMILAR HOLDING CONTAINERS TO ACCOMMODATE THE PAPER RECORDS COLLECTION IN MULTIPLE STATE LOCATIONS. PROVIDE PRICING ON TOTES SIZES PROVIDED ON PRICE SCHEDULE AND ANY OTHER SIZES AVAILABLE FROM CONTRACTOR. FOR LOCATIONS WITHOUT TOTES OR SPECIAL SITUATIONS, PROVIDE PRICING ON STANDARD BANKER BOXES CONTAINING PAPER RECORDS. (NOTE ON PRICE SCHEDULE ANY DISCOUNTS OR PRICE CHANGES FOR LARGE QUANTITIES OF TOTES OR BOXES IN A SINGLE PICKUP.)

ALL CONTAINERS SHALL BE EQUIPPED WITH ATTACHED LID, LOCKING DEVICES, AND PREFERABLY WHEELS.

CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING ALL CONTAINERS IN GOOD WORKING ORDER, CLEANING CONTAINERS AS NECESSARY AND PROVIDING REPLACEMENT AND/OR ADDITIONAL CONTAINERS AS REQUESTED DURING THE TERM OF THE CONTRACT AND ANY EXTENSIONS.

CONTRACTOR SHALL SEND PERSONNEL TO INSTALL CONTAINERS AND FAMILIARIZE STATE EMPLOYEES WITH THEIR CUSTOMIZED DESTRUCTION SCHEDULE.

THE STATE SHALL PAY ONLY FOR DESTRUCTION SERVICES AND NOT FOR THE DELIVERY OR USE OF CONTRACTOR'S CONTAINERS.

THE CONTAINERS REMAIN THE PROPERTY OF THE CONTRACTOR THROUGHOUT THE CONTRACT PERIOD AND ANY EXTENSIONS.

SECURITY
ALL CONTRACTORS' PERSONNEL INVOLVED IN THE SHREDDING PROCESS SHALL BE BONDED.
CONTRACTOR SHALL MAINTAIN A COMPLETELY CONFIDENTIAL DESTRUCTION PROCESS.
CONTRACTOR SHALL PROVIDE EVIDENCE THAT ALL MATERIAL HAS BEEN DESTROYED AND RECYCLED AND NOT SOLD PRIOR TO DESTRUCTION PROCESS TO OUTSIDE PARTIES.

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| CONTRACTOR SHALL GUARANTEE PROTECTION FROM MISUSE OF RECORDS AND ELECTRONIC MEDIA DESIGNATED FOR DESTRUCTION AND SHALL BE LIABLE FOR DISCLOSURE OF RECORDS AND ELECTRONIC MEDIA, AND THE INFORMATION CONTAINED THEREIN, TO OTHER PARTIES. | | | | | | |

ALL MATERIAL SHALL BE CONSIDERED INFORMATION SENSITIVE IN NATURE AND AS SUCH CONFIDENTIAL. THE CONTRACTOR SHALL PROVIDE SHREDDING AND DISPOSAL OF RECORDS. THE STATE OF VERMONT MAY REQUIRE AN INSPECTION OF THE CONTRACTOR'S FACILITIES AND ASSOCIATED DISPOSAL FACILITIES, AND MAY REQUIRE SWIFT AND APPROPRIATE REMEDIES SHOULD SUCH INSPECTION DETERMINE THAT INSPECTED FACILITIES DO NOT MEET REQUIREMENTS AGREED TO IN THE CONTRACT.

ACCOUNT MANAGEMENT

THE CONTRACTOR SHALL BILL THE VARIOUS DEPARTMENTS FOR SERVICES PERFORMED IN ACCORDANCE WITH THE TERMS AND PAYMENT SCHEDULE.

CONTRACTOR SHALL BE RESPONSIBLE FOR MARKETING THE DOCUMENT DESTRUCTION PROGRAM AND SHALL PROVIDE COPIES OF ALL MARKETING MATERIALS TO THE VERMONT STATE ARCHIVIST AND STATE CHIEF INFORMATION OFFICER TO ENSURE COMPLIANCE WITH FEDERAL AND STATE LAWS, RULES AND POLICIES CONCERNING THE DESTRUCTION OF RECORDS AND ELECTRONIC MEDIA.

CONTRACTOR CERTIFICATE OF DOCUMENT DESTRUCTION: THE CONTRACTOR SHALL PROVIDE THE STATE OF VERMONT WITH A GENERAL CERTIFICATION THAT ALL MATERIAL HANDLED WILL BE HELD AS CONFIDENTIAL IN A SECURE ENVIRONMENT AT ALL TIMES AND THAT THE CONTRACTOR'S EMPLOYEES WILL NOT DIVULGE ANY INFORMATION. THE CONTRACTOR SHALL PROVIDE THE STATE AT TIME OF DESTRUCTION A "CERTIFICATE OF DESTRUCTION" CONTAINING INFORMATION AS FOLLOWS:

SIGNED SHREDDING SLIP: SIGNED BY STATE OF VERMONT EMPLOYEE.

DATE OF PICKUP AND DATE OF DESTRUCTION: THE DATE THE MATERIAL WAS PICKED UP AND THE DATE MATERIAL WAS DESTROYED.

CERTIFICATION: THAT ALL RECORDS HAVE BEEN HANDLED, SHREDDED AND DESTROYED IN A CONFIDENTIAL MANNER.

SIGNATURE: OF THE INDIVIDUAL PROVIDING CERTIFICATION WITH JOB TITLE.

DATE: OF CERTIFICATION

AMOUNT: NUMBER OF POUNDS OF MATERIAL DESTROYED, MEASURED BY A SCALE WHICH HAS BEEN CERTIFIED ACCURATE BY THE APPROPRIATE GOVERNMENT AUTHORITY. COPY OF CERTIFICATION/RE-CERTIFICATION TO BE PROVIDED INITIALLY AS WELL AS COPIES OF PERIODIC RE-CERTIFICATIONS.

RECYCLED MATERIAL: REFER TO STATE PROCEDURES USED TO DISPOSE OF RECYCLABLE MATERIALS.

PAPER RECORDS DESTRUCTION AND DISPOSAL

DISPOSAL REQUIREMENTS: THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE DESTRUCTION OF ALL PAPER RECORDS WHICH HAVE BEEN PICKED UP BY THE CONTRACTOR IN THE PREVIOUSLY DESCRIBED CONTAINERS. THE METHOD OF DESTRUCTION OF ALL PAPER RECORDS SHALL MEET GUIDELINES FOR DESTRUCTION OF PAPER EITHER AS ESTABLISHED BY NATIONAL ASSOCIATION FOR INFORMATION DESTRUCTION (NAID) IN THEIR CRITERIA FOR CERTIFICATION OR AS ESTABLISHED BY THE NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY (NIST) IN THE MOST CURRENT VERSION OF NIST SPECIAL PUBLICATION 800-88, "GUIDELINES FOR MEDIA SANITATION".

ELECTRONIC MEDIA DESTRUCTION AND DISPOSAL

COMPLIANCE: THE CONTRACTOR MUST COMPLY WITH THE MOST RECENT ISSUE OF THE DEPARTMENT OF INFORMATION AND INNOVATION (DII) DIGITAL MEDIA AND HARDWARE DISPOSAL POLICY AND STANDARD. THESE DOCUMENTS CAN BE LOCATED ON THE STATE WEBSITE:
[HTTP://DII.VERMONT.GOV/SITES/DII/FILES/PDF/POLICIES_REPORTS/DIGITAL-MEDIA-AND-HARDWARE-DISPOSAL-STANDARD.PDF](http://dii.vermont.gov/sites/dii/files/pdf/policies_reports/digital-media-and-hardware-disposal-standard.pdf)

PHYSICAL DESTRUCTION: PHYSICAL DESTRUCTION WILL BE THE PRIMARY METHOD USED FOR DISPOSAL OF DIGITAL MEDIA AND DATA STORAGE DEVICES CONTAINED IN EQUIPMENT THAT WILL BE REDEPLOYED OUTSIDE OF AN AGENCY/DEPARTMENT.

CHAIN OF CUSTODY: IT IS CRITICAL THAT HARDWARE AND DIGITAL MEDIA BE TRACKED FROM ITS POINT OF ORIGIN WITHIN AN AGENCY/DEPARTMENT THROUGH THE DISPOSAL PROCESS. LOSS OF DATA CAN RESULT IN EXPENSIVE INVESTIGATIONS, LOSS

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OF CREDIBILITY AS WELL AS POSSIBLE LITIGATION. THE CHAIN OF CUSTODY FORM MUST BE FILLED OUT FOR MEDIA TO BE DESTROYED AS WELL AS IT EQUIPMENT TO BE RECYCLED THROUGH BGS OR A CONTRACTED VENDOR.

THE STATE CONTRACTOR SHALL DESTROY DIGITAL MEDIA STORAGE DEVICES. SUCH DEVICES ARE CONTAINED WITHIN, BUT ARE NOT LIMITED TO THE FOLLOWING:

- PORTABLE AND NOTEBOOK COMPUTERS
- DESKTOP COMPUTERS
- HANDHELD WIRELESS DEVICES
- REMOVABLE STORAGE DEVICES SUCH AS FLASH DRIVES, FLOPPY DISKS, OPTICAL CD AND DVD MEDIA, TAPE AND OTHER LONG TERM STORAGE DEVICES.

THE CONTRACTOR SHALL SUPPLY A COPY OF THE SERIAL NUMBERS OF THE HARD DEVICES DESTROYED AND A CERTIFICATE OF DESTRUCTION TO AN APPOINTED INDIVIDUAL WITHIN THE IT DEPARTMENT. THIS DOCUMENT MUST BE COMPARED TO THE CHAIN OF CUSTODY FORM AND CONFIRMED THAT ALL MEDIA HAS BEEN DESTROYED.

DISPOSAL REQUIREMENTS:

THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE DESTRUCTION OF ALL DIGITAL MEDIA. THE METHOD OF DESTRUCTION OF ALL DIGITAL MEDIA SHALL MEET GUIDELINES ESTABLISHED BY THE NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY (NIST) IN THE MOST CURRENT VERSION OF NIST SPECIAL PUBLICATION 800-88, "GUIDELINES FOR MEDIA SANITATION".

ALL CONTRACTOR EMPLOYEES MUST HAVE FBI LEVEL BACKGROUND CHECKS.

CHAIN OF CUSTODY FORM (S) ARE REQUIRED PRIOR TO ANY DESTRUCTION OR REMOVAL OF DIGITAL MEDIA. FORMS ARE LOCATED AT [HTTP://DII.VERMONT.GOV/SUPPORT/DESKTOP/DISPOSAL](http://DII.VERMONT.GOV/SUPPORT/DESKTOP/DISPOSAL)

PERFORMANCE EXPECTATIONS

CONTRACTOR SHALL PROVIDE THE REQUESTED SERVICES WITHIN FIVE (5) WORKING DAYS AFTER A REQUEST IS MADE OR BY THE DATE MUTUALLY AGREED UPON BETWEEN THE USING DEPARTMENT AND THE CONTRACTOR.

CONTRACTOR SHALL PERFORM ALL SERVICES TO THE SOLE SATISFACTION OF THE STATE OF VERMONT. THE STATE RESERVES THE RIGHT TO ROUTINELY AUDIT THE SECURITY OF ALL DESTRUCTION AND RECYCLING PROCESSES AND SERVICES. THE CONTRACTOR SHALL UNDERSTAND AND AGREE THAT A STATE DESIGNEE MAY AT ANY TIME THROUGHOUT THE EFFECTIVE PERIOD OF AGREEMENT, ACCOMPANY THE CONTRACTOR DURING ANY COLLECTION, TRANSPORT OR DESTRUCTION PROCESS BEING CONDUCTED BY THE CONTRACTOR. THE CONTRACTOR SHALL NOT RESTRICT NOR IN ANY WAY LIMIT THE STATE'S RIGHT OR ABILITY TO OVERSEE ANY OR ALL SERVICES PROVIDED BY THE CONTRACTOR.

CONTRACTOR SHALL PROVIDE A SINGLE POINT OF CONTACT FOR ALL PROGRAM COORDINATION NEEDS.

CONTRACTOR SHALL PROVIDE CENTRALIZED, CONCISE AND TIMELY INVOICING FOR ALL AGENCIES AND DEPARTMENTS.

CONTRACTOR SHALL BE CERTIFIED BY THE NATIONAL ASSOCIATION FOR INFORMATION DESTRUCTION (NAID) AND MAINTAIN CERTIFICATION THROUGHOUT THE CONTRACT PERIOD AND ANY EXTENSIONS.

CONTRACTOR SHALL PERFORM ALL SERVICES UNDER THIS CONTRACT IN COMPLIANCE WITH FEDERAL AND STATE LAWS AND REGULATIONS CONCERNING THE DESTRUCTION OF RECORDS, INCLUDING BUT NOT LIMITED TO 1 V.S.A. §315-320, 3 V.S.A. §117, AND 3 V.S.A. §218.

STATE OF VERMONT ATTACHMENT C: STANDARD STATE CONTRACT PROVISIONS DATED MARCH 1, 2015 AND ATTACHMENT D: COMMODITY PURCHASES TERMS AND CONDITIONS DATED NOVEMBER 10, 2010 ARE ATTACHED AND INCORPORATED AS PART OF THIS ORDER.

SCOPE: THE CONTRACTOR SHALL PROVIDE DOCUMENT DESTRUCTION SERVICES (PAPER AND OTHER MEDIA), ELECTRONIC MEDIA DESTRUCTION (HARD DRIVE, COMPUTERS, CELL PHONES ETC.) AND DEPARTMENTS OF THE STATE OF VERMONT.

THE CONTRACTOR SHALL PROVIDE THE DESTRUCTION OF PAPER RECORDS, HARD DRIVES AND OTHER ELECTRONIC MEDIA IN A SECURE ENVIRONMENT IN A MANNER THAT WILL PROVIDE REASONABLE ASSURANCE THAT RECORDS AND ELECTRONIC MEDIA, AND INFORMATION CONTAINED THEREIN, CANNOT BE RECONSTRUCTED OR REREAD.

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CONTRACT TERM: THIS CONTRACT IS WRITTEN FOR A PERIOD OF TWENTY FOUR (24) MONTHS WITH THE OPTION TO RENEW FOR TWO (2) ADDITIONAL TWELVE MONTH PERIODS.

TERMS: NET 30 DAYS

QUANTITY: THE ANNUAL VALUE AND QUANTITIES ARE ESTIMATED ONLY BASED ON PRIOR USAGE; ACTUAL PURCHASES MAY BE HIGHER OR LOWER DEPENDING ON THE STATE'S NEEDS. THE CONTRACT MAXIMUM IS NOT REFLECTIVE OF ACTUAL USAGE.

DELIVERY: RESPONSIBILITY FOR PRODUCT DELIVERY REMAINS WITH THE CONTRACTOR UNTIL THE PRODUCT IS PROPERLY DELIVERED AND SIGNED FOR IN ACCORDANCE WITH THE OFFICE OF PURCHASING & CONTRACTING TERMS AND CONDITIONS. SHIPMENTS SHALL BE SECURELY AND PROPERLY PACKED, ACCORDING TO ACCEPTED COMMERCIAL PRACTICES, WITHOUT EXTRA CHARGE FOR PACKING CASES OR OTHER CONTAINERS. SUCH CONTAINERS WILL REMAIN THE PROPERTY OF THE STATE UNLESS OTHERWISE STATED. DELIVERED GOODS THAT DO NOT CONFORM TO THE SPECIFICATIONS OR ARE NOT IN GOOD CONDITION UPON RECEIPT SHALL BE REPLACED PROMPTLY BY THE CONTRACTOR.

PRICING: ALL EQUIPMENT PRICING IS TO INCLUDE F.O.B. DELIVERY TO THE ORDERING FACILITY. NO REQUEST FOR EXTRA DELIVERY COST WILL BE HONORED. ALL EQUIPMENT SHALL BE DELIVERED ASSEMBLED, SERVICED, OILED, AND READY FOR IMMEDIATE USE, UNLESS OTHERWISE REQUESTED BY THE PURCHASING AGENCY.

QUALITY: ALL PRODUCTS PROVIDED UNDER THESE AGREEMENTS WILL BE NEW AND UNUSED, UNLESS OTHERWISE STATED. FACTORY SECONDS OR REMANUFACTURED PRODUCTS WILL NOT BE ACCEPTED UNLESS SPECIFICALLY REQUESTED BY THE PURCHASING AGENCY. ALL PRODUCTS PROVIDED BY THE CONTRACTOR MUST MEET ALL FEDERAL, STATE, AND LOCAL STANDARDS FOR QUALITY AND SAFETY REQUIREMENTS. PRODUCTS NOT MEETING THESE STANDARDS WILL BE DEEMED UNACCEPTABLE AND RETURNED TO THE CONTRACTOR FOR CREDIT AT NO CHARGE TO THE STATE.

METHOD OF ORDERING: PURCHASE ORDERS MUST BE USED TO ORDER ITEMS AVAILABLE UNDER THIS CONTRACT. IF VERBAL ORDERS ARE GIVEN A CONFIRMING PURCHASE ORDER MUST BE ISSUED.

INVOICING: ALL INVOICES ARE TO BE RENDERED BY THE CONTRACTOR ON THE VENDOR'S STANDARD BILLHEAD AND FORWARDED DIRECTLY TO THE INSTITUTION OR AGENCY ORDERING MATERIALS OR SERVICES AND SHALL SPECIFY THE ADDRESS TO WHICH PAYMENTS WILL BE SENT.

CANCELLATION: THE STATE SPECIFICALLY RESERVES THE RIGHT TO CANCEL THE CONTRACT, OR ANY PORTION THEREOF, IF, IN THE OPINION OF ITS COMMISSIONER OF BUILDINGS AND GENERAL SERVICES, THE SERVICES OR MATERIALS SUPPLIED BY THE CONTRACTOR ARE NOT SATISFACTORY OR ARE NOT CONSISTENT WITH THE TERMS OF THE CONTRACT

DEFAULT: IN CASE OF DEFAULT OF THE CONTRACTOR, THE STATE MAY PROCURE THE MATERIALS OR SUPPLIES FROM OTHER SOURCES AND HOLD THE CONTRACTOR RESPONSIBLE FOR ANY EXCESS COST OCCASIONED THEREBY, PROVIDED, THAT IF PUBLIC NECESSITY REQUIRES THE USE OF MATERIALS OR SUPPLIES NOT CONFORMING TO THE SPECIFICATIONS THEY MAY BE ACCEPTED AND PAYMENT THEREFORE SHALL BE MADE AT A PROPER REDUCTION IN PRICE.

REPORTING REQUIREMENTS: CONTRACTORS WILL BE REQUIRED TO SUBMIT QUARTERLY PRODUCT SALES REPORT TO THE PURCHASING AGENT PURSUANT TO THE SCHEDULE BELOW. EACH REPORT MUST CONTAIN THE FOLLOWING INFORMATION: CONTRACT NUMBER; USING DEPARTMENT'S ADDRESS, CONTACT NAME, AND TELEPHONE NUMBER; PRODUCT ORDERED; QUANTITY ORDERED; QUANTITY SHIPPED; AND PRICE CHARGED, WITH TOTALS FOR EACH PRODUCT FOR EACH REPORTING PERIOD. WE RESERVE THE RIGHT TO REQUEST ADDITIONAL INFORMATION OR TO MODIFY THE REPORTING PERIODS.

REPORTING PERIODS: QUARTERLY REPORTS MUST BE SUBMITTED IN ACCORDANCE WITH THE FOLLOWING SCHEDULE:

- REPORTING PERIOD: JANUARY 1 TO MARCH 31 - REPORT DUE APRIL 15
- REPORTING PERIOD: APRIL 1, TO JUNE 30 - REPORT DUE JULY 15
- REPORTING PERIOD: JULY 1 TO SEPTEMBER 30 - REPORT DUE OCTOBER 15
- REPORTING PERIOD: OCTOBER 1 TO DECEMBER 31 - REPORT DUE JANUARY 15

CONTRACT TERMS: THIS CONTRACT WILL BE SUBJECT TO REVIEW THROUGHOUT ITS TERM. THE STATE WILL CONSIDER CANCELLATION UPON DISCOVERY THAT A VENDOR IS IN VIOLATION OF ANY PORTION OF THE AGREEMENT, INCLUDING AN INABILITY BY THE VENDOR TO PROVIDE THE PRODUCTS, SUPPORT, AND/OR SERVICE OFFERED IN THEIR RESPONSE.

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VERMONT STATE COLLEGES: THIS CONTRACT IS ALSO AVAILABLE FOR USE BY THE UNIVERSITY OF VERMONT AND THE VERMONT STATE COLLEGES INC., A SEPARATE CORPORATION, HAVING UNDER ITS JURISDICTION CASTLETON STATE COLLEGE, JOHNSON STATE COLLEGE, LYNDON STATE COLLEGE, COMMUNITY COLLEGE OF VERMONT, AND THE VERMONT TECHNICAL COLLEGE.

TOWNS AND SCHOOLS OF THE STATE OF VERMONT: AT THE BIDDER'S ELECTION POLITICAL SUBDIVISIONS AND INDEPENDENT COLLEGES OF THE STATE MAY PARTICIPATE IN STATE CONTRACTS AT THE SAME PRICES, TERMS AND CONDITIONS. ITEMS FURNISHED TO POLITICAL SUBDIVISIONS AND INDEPENDENT COLLEGES WILL BE BILLED DIRECTLY TO AND PAID FOR BY THE POLITICAL SUBDIVISIONS OR INDEPENDENT COLLEGES AND NEITHER THE STATE NOR ITS COMMISSIONER OF BUILDINGS AND GENERAL SERVICES PERSONALLY OR OFFICIALLY ASSUMES ANY RESPONSIBILITY FOR THESE PAYMENTS.

AGENCIES & DEPARTMENTS ARE REQUESTED TO ADVISE THE PURCHASING AGENT AT ONCE OF THE FAILURE ON THE PART OF THE CONTRACTOR TO FULFILL ANY OF THE TERMS OR CONDITIONS OF THIS CONTRACT.

PLEASE REFER TO THE ASSIGNED CONTRACT NUMBER/PURCHASE ORDER # ON ALL CORRESPONDENCE, DELIVERY DOCUMENTS AND INVOICES.

THE VISA PURCHASING CARD MAY BE USED AS A FORM OF PAYMENT UNDER THIS CONTRACT.

CONTACT
SHRED THIS INC., DBA SECURSHRED
DAVID VAN MULLEN
TEL: 802-863-3003
FAX: (802)863-3311
DAVID@SECURSHRED.COM

IF YOU HAVE ANY QUESTIONS REGARDING THIS DOCUMENT PLEASE CONTACT:
LINDA WORTMAN
PURCHASING AGENT
802-828-4658
FAX # 802-828-2222
linda.wortman@state.vt.us

WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS CONTRACT

By the STATE of VERMONT

By the CONTRACTOR

Date: _____

Date: _____

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Email: _____

Email: _____