

SWC# 121 Shredding Services **Contract Information and Usage Instructions**

******The contact information and processes detailed in this document are subject to change at any time. Please go to <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/state-agencies-/statewide-contract-instruction--swc-.html> for the most up-to-date version of statewide contract usage instructions.***

Contract Period: This contract is a three-year initial term contract with two (2) optional one-year renewals.

Contract Start Date: 4/1/2021

Current Contract Expiry Date: 3/31/2025

Summary/Background Information: This contract provides for shredding services of Paper or Printed Media, to ensure compliance with state and federal privacy laws and serve to mitigate risk to user agencies across the State by providing a program focused on safeguarding confidential information from being accessed and used for fraudulent purposes.

Supplier Name: Stericycle Inc.

Edison Contract: 69189

State Contact Information

Contract Administrator:

Ms. Lauryen Harris

Category Specialist

Central Procurement Office

615-361-4868

Lauryen.Harris@tn.gov

Supplier Contact Information:

Stericycle Inc.

Mr. Collin Czarnecki

Collin.Czarnecki@stericycle.com

847-943-6262

Usage Instructions:

Bin Requirements -

- 1) Contractor will provide three bin sizes: 32 gallons, 64 gallons, and 95 gallons.
- 2) All bins are provided free of charge to the End User with no rental or delivery/pickup fees.
- 3) Contractor shall maintain all bins in operable condition, replacing locks, lids, handles, etcetera as needed. Contractor shall replace and repair damaged bins at no additional charge to the End User; the End User determines if bin needs to be replaced.

NOTE: If damage occurs due to willful State employee neglect, the End User will pay for any repair costs up to the fair market value of the bin before the loss. If willful State employee neglect results in bin being rendered unusable, then the End User will pay the fair market value of the bin before the loss.

- 4) End Users shall not place in bins any material that is highly flammable, may attract vermin or insects, or is otherwise dangerous or unsafe to store or handle, or any material that is regulated by federal or state law or regulation relating to the environment or hazardous materials.
- 5) The Contractor retains ownership of the bins. The Contractor shall agree that the State shall not be responsible for any liability incurred by the Contractor or the Contractor's employees arising out of the possession, use, maintenance, delivery, return, or collection from the bins provided by the Contractor.

Delivery/Retrieval of bins -

- 1) The Contractor shall deliver all bins and have them available for End User use within five (5) business days of request/purchase order, unless otherwise specified and agreed upon by End User.
- 2) Delivery and retrieval shall be made during normal business hours only, 8:00 AM to 4:30 PM Monday through Friday except for State holidays, unless prior approval for other times has been obtained from the End User in writing.
- 3) Contractor shall deliver bins on the dates and times agreed upon by the End User and Contractor; the State withholds the right to refuse any unscheduled deliveries or pickups without charge or penalty.
- 4) Contractor will be responsible for delivery, set-up, and all transportation costs.

Servicing of bins -

- 1) Shredding may be done 8:00 AM to 4:30 PM Monday through Friday, except for State holidays. Shredding outside of these hours must have prior written approval from End User.
- 2) Contractor to provide "Certificate of Destruction" at the end of each service to End User representative.
- 3) Scheduled Service:
 - a) Contractor shall coordinate with End Users to schedule service recurring times and dates.

- b) The End User will request a Schedule Shredding Service depending on the anticipated need of the End User. The bin size(s) and schedule may be adjusted at any time by the End User to better complement the End User's requirements.
 - c) Contractor agrees to notify End User within two (2) hours of knowledge if it will not be able to fulfill a Scheduled Shredding Service appointment. Contractor agrees to complete service within twenty-four (24) hours of missed appointment, unless otherwise specified and agreed upon in writing by End User.
 - d) If a scheduled service is on a State holiday, the Contractor shall fulfill the Scheduled Shredding Service the next business day, unless otherwise specified and agreed upon in writing by End User.
- 4) Contractor agrees that the End User, at any time throughout the contract, can accompany the Contractor during any collection, hauling, or destruction process being conducted by the Contractor for mobile destruction. Contractor shall not restrict or in any way limit the End User's right or ability to oversee any services provided by the Contractor.
 - 5) For Mobile Shredding Services, the Contractor shall clean up the immediate document destruction area and ensure that all loose materials are collected and removed each time document destruction services are performed.
 - 6) Agencies reserve the right to decide which shredding service is best for them and which service maintains the required level of security for sensitive documents.
 - 7) End Users may request one-time service or recurring services for all line items.

Visits to All State Facilities -

- 1) All Contractor personnel, including subcontractors, must always be uniformed or have visible photographic identification when entering and inside State facilities.
- 2) Contractor personnel must sign in and out of all State facilities.

Pricing Structure -

- 1) All pricing includes all associated cost for the items; no additional or hidden fees are allowed.
- 2) Pricing shall be provided for Mobile and Plant-Based shredding in bins for Paper or Printed Media on a per bin occurrence, including Purge Services.

*For additional information please refer to Specifications and Terms and Conditions. Contract documents can be found [here](#) or by contacting the Contract Administrator.

Requisition and Purchase Order Generation:

For information on how to create a requisition and/or purchase order please reference the CPO Job Aids on the following page: <https://www.teamtn.gov/cpo/learning-development/cpo-job-aids.html>