



September 8, 2016

Des Moines Public Schools  
1915 Prospect Road, Suite 1200  
Des Moines, Iowa 50310  
Phone: 515-242-7649  
Fax: 515-242-7550

The Shredder  
309 SW 6<sup>th</sup> St  
Des Moines, IA 50309  
ATTN: Reagan Maher

RE: **Q7273 Confidential Document Destruction – Extension One**

Dear Reagan:

The Des Moines Public Schools is seeking to exercise its renewal option for the above mentioned bid. This will be the **first extension** (of a possible four extensions) of this option, with the contract period beginning November 1, 2016 and ending on October 31, 2017. Enclosed is a copy of the District's Form of Proposal, detailing the items which were on this bid, as well as the, general terms and conditions associated with this bid.

We ask all suppliers to review their pricing structures prior to submitting renewal proposals. The District will again consider any program that may reduce its costs through process improvement, ordering methodology, patterns, etc. Conversely, any planned increase may require the District to employ its option to place the product category out for bid solicitation.

The District appreciates your past service. We look forward to continuing our business relationship with you in the months and years to come. Please complete, sign, and return the following by September 23, 2016:

1. Proposal Form for 2016-2017
2. Acknowledgement & Certification Form
3. Proof of National Association of Information Destruction Certification
4. Certificate of Insurance (Acord Statement) from your insurance agent

Return these items to:

Des Moines Public Schools  
Division of Purchasing: JoAnne Khounlo-Philavanh  
1915 Prospect Road, Suite 1200  
Des Moines, Iowa 50310

Sincerely,

JoAnne Khounlo-Philavanh  
Philavanh

Digitally signed by JoAnne  
Khounlo-Philavanh  
Date: 2016.09.08 11:49:48 -05'00'

JoAnne Khounlo-Philavanh  
Purchasing Specialist  
Des Moines Public Schools

*By responding the vendor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State or Local department or agency.*



## Q7273 Confidential Document Destruction

### Detailed Specifications

The Des Moines Independent Community School District is seeking proposals for the secure destruction of confidential records. The successful vendor will be able to demonstrate the ability to comply with the following detailed specifications.

1. The successful vendor must supply proof of National Association of Information Destruction certification.
2. The vendor must provide documentation that the company is bonded and insured against accidents or breeches of confidentiality.
3. The successful bidder shall submit to the District certificates of insurance, prior to beginning work under this contract and no later than ten (10) days after award of the contract. All policies of insurance required herein shall be written by insurance companies licensed to conduct the business of insurance in Iowa, and acceptable to the District, and shall carry the provision that the insurance will not be cancelled or materially modified without thirty (30) days prior written notice to the District. The certificates of insurance shall list the Des Moines Public Schools as the additional insured for the contract period as outlined in this bid request.
4. The successful bidder shall assume the entire responsibility and liability for any and all damages caused by or resulting from or arising out of the negligent or willful unauthorized disclosure of any confidential information on the part of the successful bidder, its subcontractors, agents, or employees under or in connection with this contract.
5. The successful bidder shall hold harmless, indemnify, and save the District, its officers, employees, and agents from any and all liability claims, losses or damages arising or alleged to arise during the performance of the work described herein by reason of any act or omission of the successful bidder or any of its agents, employees, or representatives. The indemnity applies to either active or passive acts or other conduct.
6. The vendor must provide documentation of policies regarding detailed back ground checks, random drug and alcohol testing and bonding for all employees that would come in contact with confidential information. Background checks to include, but not be limited to:
  - a. Criminal History, including convictions
  - b. Driver's License history – All employees driving or expected to drive must have a valid license
  - c. Proof of citizenship or applicable work visa
  - d. Pre-employment and random drug screening
7. The successful bidder shall certify that all employees employed in support of this contract who have direct contact with students, which is defined to mean being in the presence of students during regular school hours or during school-sponsored activities, have not been convicted of (i) a felony; (ii) any offense involving the sexual molestation, physical or sexual abuse or rape of a child; or (iii) a crime of moral turpitude, or whose name appears on any Sexual Offender's registry.
8. The company must require all company driver's to wear uniforms and have photo identification with company logo clearly visible at all times.
9. Any vehicles used for document pick up or on site destruction must be completely secure. No open-bed trucks or vehicles that cannot be secured will be used during any aspect of this agreement.





## Q7273 Confidential Document Destruction

10. Any materials taken off site for destruction will remain secure at all times and destroyed within 48 hours of receipt. All materials must be stored in a completely enclosed structure prior to destruction. All entrances and exits must be secure against unauthorized entry at all times. All facilities are to have 24 hour video surveillance, with tapes kept in a secure area for not less than 90 days. All awarded vendors are subject to inspection of these tapes by the Des Moines Public Schools and the District's purchasing office at any time.
11. The vendor must provide detailed specifications as to the size of paper pieces after shredding and disposal method. The information is to include amount re-cycled, burned or otherwise disposed of on an average basis.
12. The vendor must supply numbered, detailed certification of destruction form after every completion of a shredding service. Certification to include, date and location picked up, signature of a company representative, shredding date, method of destruction and reference number as legal evidence materials have been destroyed. Certification to be sent to the Purchasing office to keep on file. The shredding process should be open to viewing by a District representative at any time.
13. Can the vendor supply any literature or training materials to assist the District with implementing a document destruction program?
14. The District makes no guarantee as to the level of participation by the individual sites. A list of District Locations is attached.
15. Vendor to supply at no charge secure, tamper proof containers at each site the District identifies as requiring this service. If the containers lock, the District will be provided with at least one key per container. Number and size of containers to be provided to be determined and agreed upon by District and vendor.
16. Vendor to establish an agreed upon schedule for pick up and /or on site destruction with the District. In addition to the established schedule, the vendor will be able to provide an on call service within 72 hours of being notified for additional pick up/ disposable above and beyond the schedule.
17. The vendor will provide the District with a single point of contact to handle all customer service requirements. All phone calls and inquiries to be responded to within 24 hours.
18. Documents and or items to be covered by this bid will include, but not be limited to:

Classified/Confidential Documents  
Legal Files  
Financial records  
Payroll records  
Canceled checks  
Personnel files  
Microfilm/Microfiche  
Medical history information

Propriety information  
Bank Statements  
Credit Cards  
Contracts  
Inventory Information  
Magnetic Media, Hard Drives  
Videos, CDs, DVDs, Computer Discs

- Any Information containing credit card, social security, driver's license or account numbers.
19. Vendor will provide information and costs for any materials that may require additional machinery and or costs for destruction prior to that destruction.
  20. Invoicing will clearly reflect the location and date of pick up/destruction for each service, as well as the COD number. Invoices will be sent only to the District accounting office.



Q7273 Confidential Document Destruction

21. Either party may terminate the contract because of the failure of the other party to carry out the provisions of the contract. In such case, the party terminating the contract shall give thirty (30) day notice of conditions endangering performance and if after notice the offending party fails to remedy the violation of the terms to the satisfaction of the other party, the contract may be terminated.
22. The laws of Iowa require that at the conclusion of the selection process the contents of the information packages be placed in the public domain and be open for inspection by interested parties. The District may treat all information submitted by a Bidder as public information unless the Bidder properly requests that specific parts of the Bid be treated as confidential at the time of submitting the Bid. The District's release of information is governed by Iowa Code chapter 22. Contractors are encouraged to familiarize themselves with chapter 22 before submitting a Bid.
23. Any questions regarding this bid must be submitted in writing to [mark.mattiussi@dmschools.org](mailto:mark.mattiussi@dmschools.org) no later than August 28, 2015.



**Q7273 Confidential Document Destruction  
Form of Proposal**

Des Moines Public Schools  
Division of Purchasing  
1915 Prospect Road Suite 11200  
Des Moines, IA 50310  
Phone (515)242-7751  
Fax (515)242-7550

No: Q7273  
Date Issued: 8/21/15 (Original)  
Date Due: 9/04/15 (Original)  
Time: 9:00 A.M.

SEALED BIDS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED WILL BE RECEIVED AT THE ABOVE OFFICE UNTIL, BUT NOT LATER THAN, THE DATE AND TIME ABOVE STATED AND THEN PUBLICLY OPENED FOR FURNISHING THE FOLLOWING SUPPLIES, EQUIPMENT AND/OR SERVICE F.O.B. DESTINATION  
Mark Mattiussi, Purchasing Agent

**Off-Site Shredding**

On-going scheduled service price per pound

\$ .05 cents per pound

Frequency: Scheduled as needed

One-time yearly purge price per pound

\$ .05 cents per pound

Minimum Service charge? No ☐ Yes ☒

\$ 25.00

If Yes, covers:

Price per Container:

Container Size 100 pound capacity

\$ 5.00

Container Size 200 pound capacity

\$ 10.00

Container Size 300 pound capacity

\$ 15.00

Container Size \_\_\_\_\_

\$ \_\_\_\_\_

Container Size \_\_\_\_\_

\$ \_\_\_\_\_

On-Call Pick Up Charge

\$ 30.00 minimum

Please list any additional charges that are not covered above:

Fuel / Environmental charge = \$5 per stop

**Period of Contract**

This contract is for the period November 1, 2016 through October 31, 2017. The District reserves the option to renew the contract with the successful bidder for up to four additional years. The amount of the contract for the second through the fifth year shall be negotiated at the close of each preceding year. The renewal option may not be exercised if it is not in the District's best interest.

The undersigned bidder certifies, by responding to this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State or Local department or agency. Further, it is the policy of the Des Moines Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you believe you have been discriminated against or treated unjustly, please contact the Equity Coordinator, Isaiah McGee at 2323 Grand Avenue, Des Moines, IA 50312, 515-242-7662 [isaiah.mcgee@dmschools.org](mailto:isaiah.mcgee@dmschools.org) Section 504 34 CFR 104.8, Title IX 34 CFR 106.9, OCR Guidelines IV.O and V.C. Also the District plans to pay Seller using a procurement or virtual credit card, or may make payments by electronic funds transfer and recommends that Seller accept one of these forms of payment. Finally by signing this document the Seller and their agent(s) have read, understand and will comply with the District's Acknowledgement & Certification requirements as detailed below. Delivery shall be made between the hours of 7:30 a.m. and 3:00 p.m. at various locations.

Company Name The Shredder

Representative Name Reagan maher

Representative Signature [Signature]

Representative Title Sales Executive

Date 9-8-16 Street Address 1000 Thomas Beck Rd

City/State/Zip Des Moines, IA 50315

Email reagan@the-shredder.com

Phone 515-280-3013 Fax 515-280-8212

SUBJECT TO THE TERMS AND CONDITIONS @ <http://www.dmschools.org/wp-content/uploads/2015/08/General-Terms-n-Conditions-New.pdf>.  
THIS FORM AND EACH ADDITIONAL FORM OF PROPOSAL, IF ANY, MUST BE SIGNED.





## Acknowledgment & Certification

### The Shredder

("Company") is providing services to the Des Moines Independent Community School District ("District") as a contractor, vendor, supplier, provider or sub-provider and/or is operating or managing the operations of a contractor, vendor, supplier or provider. The services provided by the Company may involve the presence of the Company's employees upon the real property of the District.

The Company acknowledges that Iowa law prohibits a sex offender who has been convicted of a sex offense against a minor from being present upon the real property of the District. The Company further acknowledges that, pursuant to Iowa law, a sex offender who has been convicted of a sex offense against a minor shall not operate, manage, be employed by, or act as a contractor or volunteer at the District.

The Company hereby certifies that no one who is an owner, operator or manager of the Company has been convicted of a sex offense against a minor. The Company further certifies and agrees that it shall not permit any person who is a sex offender convicted of a sex offense against a minor to provide any services to the District in accordance with the prohibitions set forth above.

The Company further certifies that the Company has completed a satisfactory background check on the Company's employees. The Company hereby agrees to provide the District with the Company's background screening procedures including specific context and infractions that are reviewed by the Company. The District reserves the right to, but does not have the obligation to, conduct a District background check on Company employees as determined by the District in its sole discretion. The District reserves the right to restrict access of any Company employee upon the real property of the District if such employee does not clear the District's background check.

The District reserves the right, but does not have the obligation to, to audit the Company's background screening program at any time, whether announced or unannounced. The Company hereby agrees that the Company shall, upon request, permit an authorized District representative to review background screening records, including those of individual Company employees, in order to conduct a compliance review, audit or investigation, to the fullest extent permitted by law.

The Company shall ensure that the provisions of this Acknowledgement and Certification are extended to any and all subcontractors, consultants, or others the Company may engage if such engagement involves their presence upon the real property of the District.

The Company understands and agrees that violation of any of the provisions of this Acknowledgement and Certification shall constitute sufficient grounds for termination of any contract or subcontract without damages or penalty to the District.

This Acknowledgment and Certification is to be construed under the laws of the State of Iowa. If any portion hereof is held invalid, the balance of the document shall, notwithstanding, continue in full legal force and effect.

In signing this Acknowledgment and Certification, the person signing on behalf of the Company hereby acknowledges that he/she has read this entire document that he/she understands its terms, and that he/she not only has the authority to sign the document on behalf of the Company, but has signed it knowingly and voluntarily.



## Q7273 Confidential Document Destruction

### District Locations

#### High Schools

Central Academy	1912 Grand Ave.	Lincoln High School	2600 SW 9th St.
Central Campus	1800 Grand Ave.	North High School	501 Holcomb Ave.
East High School	815 East 13th St.	Roosevelt High School	4419 Center St.
Hoover High School	4800 Aurora Ave.	Scavo High School	1800 Grand Ave.
Lincoln Rails Academy	1000 SW Porter Ave.		

#### Middle Schools

Brody	2501 Park Ave.	Hoyt	2700 East 42nd
Callanan	3010 Center St.	McCombs	201 County Line d.
Cowles	6401 College Ave.	Meredith	4827 Madison Ave.
Goodrell	3300 East 29th St.	Merrill	5301 Grand Ave.
Harding	203 E. Euclid Ave.	Weeks	901 E. Park Ave.
Hiatt	1214 East 15th St.		

#### Elementary Schools

Brubaker	2900 East 42nd St.	Monroe	3015 Francis Ave.
Capital View	320 East 16th St.	Moore	3716 50th St.
Carver	705 East University	Morris	1401 Geil Ave.
Cattell	3101 East 12th St.	Moulton	1541 8th St.
Cowles	6401 College Ave.	Oak Park	3928 6th Ave.
Downtown	1800 Grand Ave.	Park Ave	3141 SW 9th St.
Edmunds	950 15th St.	Perkins	4301 College Ave.
Findley	3025 Oxford St.	Phillips	1701 Lay St.
Garton	2820 East 24th St.	Pleasant Hill	4825 East Oakwood Dr.
Greenwood	316 37th St.	River Woods	2929 SE 22nd St.
Hanawalt	225 56th St.	Samuelson	3825 Bel-Aire Rd.
Hillis	2401 56th St.	Smouse	2820 Center St.
Howe	2900 Indianola Rd.	South Union	4201 South Union St.
Hubbell	800 42nd St.	Stowe	1411 East 33rd St.
Jackson	3825 Indianola Ave.	Studebaker	300 SE County Line Rd.
Jefferson	2425 Watrous Ave.	Van Meter	710 28th St.
JF Taylor	1801 16th St.	Walnut Street	901 Walnut St.
King	1849 Forest Ave.	Williard	2941 Dean Ave.
Lovejoy	801 SE Kenyon Ave.	Windsor	5912 University Ave.
Madison	806 East Hoffman St.	Wright	5001 SW 14th St.
McKinley	1610 SE 6th St.		

#### Other Locations

Evelyn Davis	1409 Clark St.
Hispanic Educational Resources	828 Scott St.
Mann	1001 Amos
McKee	2116 E 39th Ct.
Mitchell	111 Porter Ave.
Orchard Place	5412 SW 9th St
PACE	620 8th St.
Woodlawn	4000 Lower Beaver Rd.

#### District Offices

Administrative Office	2100 Fleur Dr.
Business and Finance	2323 Grand Ave.
Central Stores	1915 Prospect Rd.
Nutrition Center	1225 2nd Ave.
Operations Center	1917 Dean Ave
Purchasing	1915 Prospect Rd.
Transportation	1915 Prospect Rd.
Technology	1915 Prospect Rd.

# The Shredder

## Des Moines, IA

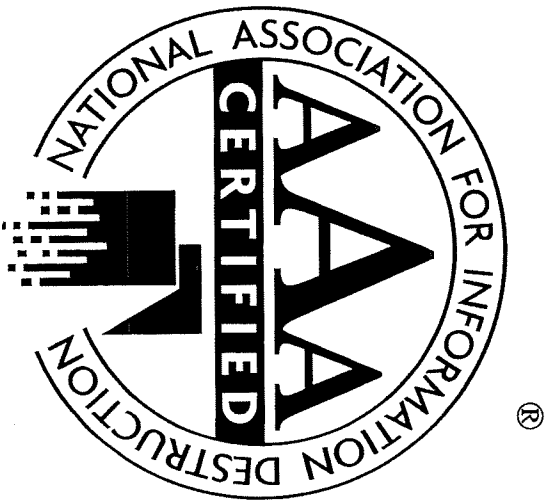
HAS ACHIEVED CERTIFICATION FROM THE NATIONAL ASSOCIATION FOR INFORMATION DESTRUCTION

FOR

### Mobile Operation

ENDORSED MEDIA DESTRUCTION FOR

Paper/Printed,  
Physical Hard Drive &  
Non-Paper



June 1, 2016 thru May 31, 2017

VALID

*Kaeio Mary*  
NAID DIRECTOR OF CERTIFICATION





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
9/9/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> LMC Insurance & Risk Management 4200 University Ave., Suite 200 West Des Moines IA 50266-5945	<b>CONTACT</b> NAME: Jodi Abens PHONE (A/C, No, Ext): 515-237-0149 E-MAIL: jodi.abens@lmcins.com ADDRESS: jodi.abens@lmcins.com	<b>FAX</b> (A/C, No): 515-244-9535
<b>INSURED</b> Green Resource Management, Inc. 1000 Thomas Beck Road Des Moines IA 50315	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: SECURA Insurance, A Mutual Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		<b>NAIC #</b> 22543

**COVERAGES** **CERTIFICATE NUMBER:** 1949057791 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			CP3248015	1/13/2016	1/13/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			CA3248016	1/13/2016	1/13/2017	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10,000			CU3248018	1/13/2016	1/13/2017	EACH OCCURRENCE \$3,000,000 AGGREGATE \$3,000,000 \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC3248087	1/13/2016	1/13/2017	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

## CERTIFICATE HOLDER

Des Moines Public Schools  
1917 Dean Ave  
Des Moines IA 50316

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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