



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration  
DIVISION OF PURCHASES  
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**CONTRACT USER GUIDE**  
**ON AND OFF-SITE SHREDDING SERVICES**  
**MASTER PRICE AGREEMENT (“MPA”) #401**  
**BID SOLICITATION # 7550084**  
**CONTRACT TERM 1/1/2016 – 12/31/2016**  
**WITH 1 1-YEAR RENEWAL OPTION AVAILABLE AT STATE'S SOLE DISCRETION**

**BACKGROUND:**

This Master Price Agreement includes both **On-Site and Off –Site** Shredding Services.

**CONTRACT SUMMARY:**

- On and Off-Site Shredding – Award # 3449037 with Infoshred LLC is scheduled to expire 12/31/2016.
- Renewal Option - There is a one-year renewal option at the sole descretion of the State.
- Line Items - Note that the Blanket line items are set up to cover the period of 1/1/16 - 6/30/16 as FY16 and 7/1/16 - 12/31/16 for FY17.

**WHO CAN USE THIS CONTRACT:**

STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).

**VENDOR AWARDS CONTACT INFORMATION:**

**Purchase Order # 3449037**

**Vendor Name:** INFOSHRED LLC

New Accounts

Contact Name: Stacey DiPiazza  
Tel: (888) 800-1552  
Email: [sdipiazza@infoshred.com](mailto:sdipiazza@infoshred.com)

**DIVISION OF PURCHASES CONTACT:**

**Name:** John Cowell  
**Title:** Buyer II  
**Tel:** (401) 574-8114  
**Email:** [john.cowell@purchasing.ri.gov](mailto:john.cowell@purchasing.ri.gov)

## Award RFQ: On and Off-Site Shredding Services, MPA-401

RFQ 7550084,1  
Close Date 12/17/2015 11:30  
RFQ Currency USD

Quotes Received 2  
Active Quotes 2  
Shortlisted Quotes 2

### Line Summary

Line	Supplier	Unit	Estimated Quantity	Rank	Quote Price
1 FY 16 On-Site Shredding of Confidential material for URI, RIC and CCRI per the attached specifications. (Containers are to have a 150 LB capacity)	INFOSHRED LLC	Pound	80000	1	0.10
1 FY 16 On-Site Shredding of Confidential material for URI, RIC and CCRI per the attached specifications. (Containers are to have a 150 LB capacity)	DOC SHREDDING CORP	Pound	80000	2	0.45
2 FY 17 On-Site Shredding of Confidential material for URI, RIC and CCRI per the attached specifications. (Containers are to have a 150 LB capacity)	INFOSHRED LLC	Pound	80000	1	0.10
2 FY 17 On-Site Shredding of Confidential material for URI, RIC and CCRI per the attached specifications. (Containers are to have a 150 LB capacity)	DOC SHREDDING CORP	Pound	80000	2	50.00
3 FY 16 On-Site Shredding of Confidential material for all State agencies, municipalities and quasi public agencies. (64 gallon containers, 200-250 LB capacity and boxes 15"x10"x24")	INFOSHRED LLC	Pound	20000	1	0.10
3 FY 16 On-Site Shredding of Confidential material for all State agencies, municipalities and quasi public agencies. (64 gallon containers, 200-250 LB capacity and boxes 15"x10"x24")	DOC SHREDDING CORP	Pound	20000	2	50.00
4 FY 17 On-Site Shredding of Confidential material for all State agencies, municipalities and quasi public agencies. (64 gallon containers, 200-250 LB capacity and boxes 15"x10"x24")	INFOSHRED LLC	Pound	20000	1	0.10
4 FY 17 On-Site Shredding of Confidential material for all State agencies, municipalities and quasi public agencies. (64 gallon containers, 200-250 LB capacity and boxes 15"x10"x24")	DOC SHREDDING CORP	Pound	20000	2	50.00
5 FY 16 Pickup and Disposal of pre-shredded material -when removed in conjunction with regularly scheduled pickup.	INFOSHRED LLC	Pound	1	1	0.00
5 FY 16 Pickup and Disposal of pre-shredded material -when removed in conjunction with regularly scheduled pickup.	DOC SHREDDING CORP	Pound	1	2	0.00
6 FY 17 Pickup and Disposal of pre-shredded material -when removed in conjunction with regularly scheduled pickup.	INFOSHRED LLC	Pound	1	1	0.00
6 FY 17 Pickup and Disposal of pre-shredded material -when removed in conjunction with regularly scheduled pickup.	DOC SHREDDING CORP	Pound	1	2	0.00
7 FY 16 On-site services - Locked Console box - shredding and removal of confidential materials per 150 lb. container 1st container	INFOSHRED LLC	Container	195	1	18.00
7 FY 16 On-site services - Locked Console box - shredding and removal of confidential materials per 150 lb. container 1st container	DOC SHREDDING CORP	Container	195	2	49.50
8 FY 17 On-site services - Locked Console box - shredding and removal of confidential materials per 150 lb. container 1st container	INFOSHRED LLC	Container	195	1	18.00
8 FY 17 On-site services - Locked Console box - shredding and removal of confidential materials per 150 lb. container 1st container	DOC SHREDDING CORP	Container	195	2	49.50
9 FY 16 On-site services - Locked Console box - shredding and removal of confidential materials per 150 lb. container each additional container	INFOSHRED LLC	Container	385	1	10.00
9 FY 16 On-site services - Locked Console box - shredding and removal of confidential materials per 150 lb. container each additional container	DOC SHREDDING CORP	Container	385	2	49.50
10 FY 17 On-site services - Locked Console box - shredding and removal of confidential materials per 150 lb. container each additional container	INFOSHRED LLC	Container	385	1	10.00
10 FY 17 On-site services - Locked Console box - shredding and removal of confidential materials per 150 lb. container each additional container	DOC SHREDDING CORP	Container	385	2	49.50
11 FY 16 On-site services - shredding and removal of confidential materials per 64 gallon (200-250 lb) container 1st container	INFOSHRED LLC	Container	45	1	18.00
11 FY 16 On-site services - shredding and removal of confidential materials per 64 gallon (200-250 lb) container 1st container	DOC SHREDDING CORP	Container	45	2	57.00
12 FY 17 On-site services - shredding and removal of confidential materials per 64 gallon (200-250 lb) container 1st container	INFOSHRED LLC	Container	45	1	18.00
12 FY 17 On-site services - shredding and removal of confidential materials per 64 gallon (200-250 lb) container 1st container	DOC SHREDDING CORP	Container	45	2	57.00
13 FY 16 On-site services - shredding and removal of confidential materials per 64 gallon (200-250 lb) container each additional container	INFOSHRED LLC	Container	82	1	15.00
13 FY 16 On-site services - shredding and removal of confidential materials per 64 gallon (200-250 lb) container each additional container	DOC SHREDDING CORP	Container	82	2	50.00
14 FY 17 On-site services - shredding and removal of confidential materials per 64 gallon (200-250 lb) container each additional container	INFOSHRED LLC	Container	82	1	15.00

Line	Supplier	Unit	Estimated Quantity	Rank	Quote Price
14 FY 17 On-site services - shredding and removal of confidential materials per 64 gallon (200-250 lb) container each additional container	DOC SHREDDING CORP	Container	82	2	50.00
15 FY 16 OFF-SITE SHREDDING TO INCLUDE PICKUP, TAKE AWAY AND A CERTIFICATION OF DESTRUCTION.	DOC SHREDDING CORP	Pound	1	1	0.00
15 FY 16 OFF-SITE SHREDDING TO INCLUDE PICKUP, TAKE AWAY AND A CERTIFICATION OF DESTRUCTION.	INFOSHRED LLC	Pound	1	2	0.08
16 FY 17 OFF-SITE SHREDDING TO INCLUDE PICKUP, TAKE AWAY AND A CERTIFICATION OF DESTRUCTION.	DOC SHREDDING CORP	Pound	1	1	0.00
16 FY 17 OFF-SITE SHREDDING TO INCLUDE PICKUP, TAKE AWAY AND A CERTIFICATION OF DESTRUCTION.	INFOSHRED LLC	Pound	1	2	0.08
17 FY 16 OFF-SITE LOCKED CONSOLE BOX - FIRST LOCKED BOX AT LOCATION - 150 LB. CAPACITY	INFOSHRED LLC	Container	75	1	15.00
17 FY 16 OFF-SITE LOCKED CONSOLE BOX - FIRST LOCKED BOX AT LOCATION - 150 LB. CAPACITY	DOC SHREDDING CORP	Container	75	2	30.00
18 FY 17 OFF-SITE LOCKED CONSOLE BOX - FIRST LOCKED BOX AT LOCATION - 150 LB. CAPACITY	INFOSHRED LLC	Container	75	1	15.00
18 FY 17 OFF-SITE LOCKED CONSOLE BOX - FIRST LOCKED BOX AT LOCATION - 150 LB. CAPACITY	DOC SHREDDING CORP	Container	75	2	30.00
19 FY 16 OFF-SITE LOCKED CONSOLE BOX - EACH ADDITIONAL LEASED CONSOLE BOX PER LOCATION - 150 LB. CAPACITY	INFOSHRED LLC	Container	100	1	8.00
19 FY 16 OFF-SITE LOCKED CONSOLE BOX - EACH ADDITIONAL LEASED CONSOLE BOX PER LOCATION - 150 LB. CAPACITY	DOC SHREDDING CORP	Container	100	2	20.00
20 FY 17 OFF-SITE LOCKED CONSOLE BOX - EACH ADDITIONAL LEASED CONSOLE BOX PER LOCATION - 150 LB. CAPACITY	INFOSHRED LLC	Container	100	1	8.00
20 FY 17 OFF-SITE LOCKED CONSOLE BOX - EACH ADDITIONAL LEASED CONSOLE BOX PER LOCATION - 150 LB. CAPACITY	DOC SHREDDING CORP	Container	100	2	20.00
21 FY 16 SHREDDING - OFF-SITE INCLUDING PICKUP, TAKE AWAY, CERTIFICATE OF DESTRUCTION, FIRST LOCKED 64 GALLON BIN EACH LOCATION. ESTIMATED WEIGHT 200-250 LBS.	INFOSHRED LLC	Container	375	1	15.00
21 FY 16 SHREDDING - OFF-SITE INCLUDING PICKUP, TAKE AWAY, CERTIFICATE OF DESTRUCTION, FIRST LOCKED 64 GALLON BIN EACH LOCATION. ESTIMATED WEIGHT 200-250 LBS.	DOC SHREDDING CORP	Container	375	2	30.00
22 FY 17 SHREDDING - OFF-SITE INCLUDING PICKUP, TAKE AWAY, CERTIFICATE OF DESTRUCTION, FIRST LOCKED 64 GALLON BIN EACH LOCATION. ESTIMATED WEIGHT 200-250 LBS.	INFOSHRED LLC	Container	375	1	15.00
22 FY 17 SHREDDING - OFF-SITE INCLUDING PICKUP, TAKE AWAY, CERTIFICATE OF DESTRUCTION, FIRST LOCKED 64 GALLON BIN EACH LOCATION. ESTIMATED WEIGHT 200-250 LBS.	DOC SHREDDING CORP	Container	375	2	30.00
23 FY 16 SHREDDING - OFF SITE INCLUDING PICKUP, TAKE AWAY, CERTIFICATION OF DESTRUCTION, EACH ADDITIONAL LOCKED 64 GALLON BIN EACH LOCATION. ESTIMATED WEIGHT 200-250 LBS.	INFOSHRED LLC	Container	750	1	10.00
23 FY 16 SHREDDING - OFF SITE INCLUDING PICKUP, TAKE AWAY, CERTIFICATION OF DESTRUCTION, EACH ADDITIONAL LOCKED 64 GALLON BIN EACH LOCATION. ESTIMATED WEIGHT 200-250 LBS.	DOC SHREDDING CORP	Container	750	2	20.00
24 FY 17 SHREDDING - OFF SITE INCLUDING PICKUP, TAKE AWAY, CERTIFICATION OF DESTRUCTION, EACH ADDITIONAL LOCKED 64 GALLON BIN EACH LOCATION. ESTIMATED WEIGHT 200-250 LBS.	INFOSHRED LLC	Container	750	1	10.00
24 FY 17 SHREDDING - OFF SITE INCLUDING PICKUP, TAKE AWAY, CERTIFICATION OF DESTRUCTION, EACH ADDITIONAL LOCKED 64 GALLON BIN EACH LOCATION. ESTIMATED WEIGHT 200-250 LBS.	DOC SHREDDING CORP	Container	750	2	20.00
25 FY 16 ON-SITE SHREDDING OF MATERIAL IN BANKER'S BOX (15" x 10" x 24"). PRICE DOES NOT INCLUDE BOXES. STATE SUPPLIED BOXES WILL BE RETURNED.	INFOSHRED LLC	Each	500	1	3.00
25 FY 16 ON-SITE SHREDDING OF MATERIAL IN BANKER'S BOX (15" x 10" x 24"). PRICE DOES NOT INCLUDE BOXES. STATE SUPPLIED BOXES WILL BE RETURNED.	DOC SHREDDING CORP	Each	500	2	5.00
26 FY 17 ON-SITE SHREDDING OF MATERIAL IN BANKER'S BOX (15" x 10" x 24"). PRICE DOES NOT INCLUDE BOXES. STATE SUPPLIED BOXES WILL BE RETURNED.	INFOSHRED LLC	Each	500	1	3.00
26 FY 17 ON-SITE SHREDDING OF MATERIAL IN BANKER'S BOX (15" x 10" x 24"). PRICE DOES NOT INCLUDE BOXES. STATE SUPPLIED BOXES WILL BE RETURNED.	DOC SHREDDING CORP	Each	500	2	5.00
27 FY 16 PICKUP AND DISPOSAL OF PRE-SHREDDED MATERIAL - WHEN REMOVED IN CONJUNCTION WITH REGULARLY SCHEDULED PICKUP IN BAGS	INFOSHRED LLC	Each	97	1	0.00
27 FY 16 PICKUP AND DISPOSAL OF PRE-SHREDDED MATERIAL - WHEN REMOVED IN CONJUNCTION WITH REGULARLY SCHEDULED PICKUP IN BAGS	DOC SHREDDING CORP	Each	97	2	0.00
28 FY 17 PICKUP AND DISPOSAL OF PRE-SHREDDED MATERIAL - WHEN REMOVED IN CONJUNCTION WITH REGULARLY SCHEDULED PICKUP IN BAGS	INFOSHRED LLC	Each	97	1	0.00
28 FY 17 PICKUP AND DISPOSAL OF PRE-SHREDDED MATERIAL - WHEN REMOVED IN CONJUNCTION WITH REGULARLY SCHEDULED PICKUP IN BAGS	DOC SHREDDING CORP	Each	97	2	0.00
29 FY 16 OFF-SITE SERVICES - SHREDDING AND REMOVAL OF TOBACCO PER 64 GALLON (200-250 LB.) PER CONTAINER.	INFOSHRED LLC	Container	1	1	20.00
29 FY 16 OFF-SITE SERVICES - SHREDDING AND REMOVAL OF TOBACCO PER 64 GALLON (200-250 LB.) PER CONTAINER.	DOC SHREDDING CORP	Container	1	2	26.50
30 FY 17 OFF-SITE SERVICES - SHREDDING AND REMOVAL OF TOBACCO PER 64 GALLON (200-250 LB.) PER CONTAINER.	INFOSHRED LLC	Container	1	1	20.00
30 FY 17 OFF-SITE SERVICES - SHREDDING AND REMOVAL OF TOBACCO PER 64 GALLON (200-250 LB.) PER CONTAINER.	DOC SHREDDING CORP	Container	1	2	26.50

Line	Supplier	Unit	Estimated Quantity	Rank	Quote Price
31 FY 16 ON-SITE SHREDDING SERVICES 90 GALLON CONTAINER	INFOSHRED LLC	Container	1	1	18.00
31 FY 16 ON-SITE SHREDDING SERVICES 90 GALLON CONTAINER	DOC SHREDDING CORP	Container	1	2	63.00
32 FY 17 ON-SITE SHREDDING SERVICES 90 GALLON CONTAINER	INFOSHRED LLC	Container	1	1	18.00
32 FY 17 ON-SITE SHREDDING SERVICES 90 GALLON CONTAINER	DOC SHREDDING CORP	Container	1	2	63.00
33 FY 16 ON-SITE SHREDDING SERVICES 65 GALLON CONTAINER	INFOSHRED LLC	Container	1	1	18.00
33 FY 16 ON-SITE SHREDDING SERVICES 65 GALLON CONTAINER	DOC SHREDDING CORP	Container	1	2	50.00
34 FY 17 ON-SITE SHREDDING SERVICES 65 GALLON CONTAINER	INFOSHRED LLC	Container	1	1	18.00
34 FY 17 ON-SITE SHREDDING SERVICES 65 GALLON CONTAINER	DOC SHREDDING CORP	Container	1	2	50.00