

STATE OF SOUTH DAKOTA
OFFICE OF PROCUREMENT MANAGEMENT
523 EAST CAPITOL AVENUE
PIERRE, SOUTH DAKOTA 57501-3182

SECURE DOCUMENT SHREDDING SERVICES ANNUAL

NOTICE

ADDENDUM 2

DATE: November 17, 2011

BUYER: Lisa Hubbard

PHONE: 605-773-4580

VENDOR:

NORTH WESTERN WAREHOUSE COMPANY

dba Record Storage Solutions

413 6th

Rapid City, SD 57709-1188

Contact: Jason Koppmann

Phone: 605-341-3308

Fax: 605-341-4877

Vendor # 12028966

Email: Jason@recordstoragesolutions.com

Contract #15814

DAKOTA DATA SHRED

dba Waste Connections

5000 West 8th Street

Sioux Falls, SD 57107

Contact: Gary Gascoigne

Phone: 605-373-9281

Fax: 605-338-2837

Vendor # 12037175-01

Email: GaryGa@WasteConnections.com

Contract #15815

Addendum 2 is being issued for the following:

The contract has been extended until December 31, 2012.



Steven L. Berg, Director
Office of Procurement Management

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OFFICE OF PROCUREMENT MANAGEMENT
523 EAST CAPITOL AVENUE
PIERRE, SOUTH DAKOTA 57501-3182

SECURE DOCUMENT SHREDDING SERVICES ANNUAL

NOTICE

ADDENDUM 1

DATE: December 16, 2010

BUYER: Lisa Hubbard

PHONE: 605-773-4580

VENDOR:

NORTH WESTERN WAREHOUSE COMPANY

dba Record Storage Solutions

413 6th

Rapid City, SD 57709-1188

Contact: Jason Koppmann

Phone: 605-341-3308

Fax: 605-341-4877

Vendor # 12028966

Email: Jason@recordstoragesolutions.com

Contract #15814

DAKOTA DATA SHRED

dba Waste Connections

5000 West 8th Street

Sioux Falls, SD 57107

Contact: Butch Hanssen

Phone: 605-373-9281

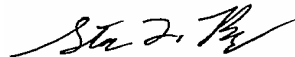
Fax: 605-338-2837

Vendor # 12037175-01

Email: Butchh@WasteConnections.com

Addendum 1 is being issued for the following:

The contract has been extended until December 31, 2011.



Steven L. Berg, Assistant Director
Office of Procurement Management

**STATE OF SOUTH DAKOTA
OFFICE OF PROCUREMENT MANAGEMENT
523 EAST CAPITOL AVENUE
PIERRE, SOUTH DAKOTA 57501-3182**

**SECURE DOCUMENT SHREDDING SERVICES
IFB 24885**

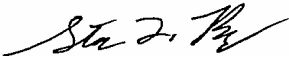
NOTICE OF AWARDS

Buyer: Lisa Hubbard
Phone: 605-773-4580
Fax: 605-773-4840
Email: Lisa.Hubbard@state.sd.us

Date: December 21, 2009

1. **Contract Term:** This notice establishes contract(s) resulting from IFB # 24885 for a period of one (1) year, from January 1, 2010 through December 31, 2010 inclusive. The IFB and the vendor's response, along with the South Dakota Vendor's Manual are made part of the vendor's contract by this reference.
2. **Extension:** The State may, at its own discretion, extend a contract for an additional two (2) months past the original contract expiration date. Further extensions may be for a period of one year. Notice shall be given by the State to the vendor at least 60 days prior to the termination of the contract, and the vendor shall agree to such extension within 30 days thereafter, before such extension period shall become effective.
3. **Pricing:** Price increases will not be considered until this contract has been in effect for 180 days. Written requests for price escalation must be supported by dated manufacturer's printed price sheets or similar documentary evidence. This evidence must be presented to the Office of Procurement Management, and if approved, will become effective 30 working days after approval. Price increases will be allowed for the actual cost of the price increase from the manufacturer to the supplier only and must be presented as a percentage of increase, which will be used to adjust vendor pricing to the State. Price decreases are acceptable on invoice(s) presented for payment.
4. The contractor shall furnish and perform all work enumerated in the specifications, at the price and according to the terms and conditions, and of the kind, quality, and amounts and at the times specified in the schedules and specifications. The contractor will not use State equipment, supplies, or facilities to perform the work as described in the IFB.
5. In the event of the inability or failure of the contractor to furnish and perform the work enumerated in the specifications at the time and in accordance with the terms and conditions therein provided, the Director of the Office of Procurement Management may contract for or purchase such supplies and work in the open market and the contractor shall make good the excess over the price named in the schedule and specifications and the cost of such supplies and work in the open market provided however, that the foregoing provisions shall not apply where other penalties for any default in the performance of the conditions of this contract are provided for in the schedules and specifications.
6. All delivery tickets, invoices and statements shall show the weight, purchase order number, and State Agency when applicable as shown in this contract. **DO NOT SUBMIT STATEMENTS OR INVOICES TO THE OFFICE OF PROCUREMENT MANAGEMENT AS IT ONLY DELAYS PAYMENT.**
7. **Surety:** This contract(s) shall be in full force and effect upon the execution and delivery thereof and the furnishing and delivery by the Contractor, to the Office of Procurement Management, of a good and sufficient Surety Bond in the sum required by the above-referenced solicitation, to be approved by the Office of Procurement Management.

Contract Approval:



**Steven L. Berg, Assistant Director
Office of Procurement Management**

Contractors:

Agencies and institutions requiring document destruction services must contact the service provider of their choice and work out the details of the services to be provided.

**North Western Warehouse Company
dba Record Storage Solutions**
413 6th
Rapid City, SD 57709-1188

Contact: Jason Koppmann
Contract 15814
Phone: 605-341-3308
Fax: 605-341-4877
Email: Jason@recordstoragesolutions.com

Dakota Data Shred
5000 W 8th Street
Sioux Falls, SD 57107

Contact: Butch Hanssen
Contract: 15815
Phone: 605-373-9281
Fax: 605-338-2837
Email: butchh@wcnx.org

North Western Warehouse Company
dba Record Storage Solutions
 413 6th
 Rapid City, SD 57709-1188

Contact: Jason Koppmann
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 Email: Jason@recordstoragesolutions.com

Record Storage Solutions is a division of North Western Warehouse Company and will be referred to as RSS in this document.

RSS is a member of the Professional Records and Information Services Management (PRISM) Association. Shredding services will be provided off-site utilizing an Ameri-Shred Model AMS 2500 Series capable of producing 1.5 to 4 tons of shred per hour including rubber bands, paper clips, staples, and other types of media. RSS will provide a ½ straight cut shred which is immediately conveyed into a baling machine plunger that mixes and compresses the shred into 1300 pound bales of 3' x 3' x 6' in size. The bales are stored inside a bonded warehouse and shipped directly to a paper mill for recycling. 32 gallon split top lockable containers will be provided by RSS. Pickup services will be scheduled through RSS. Invoices that verify the services provided and the shredded weight will be submitted to the agency along with a certificate of shred. Shredded weight will be determined by a State of South Dakota certified scale.

Employees of RSS are screened through USIS (background security company). The offices and warehouse entrances of North Western Warehouse (Record Storage Solutions) are key-carded and have security cameras to maintain entrance security.

Contract Pricing

The pricing indicated is for all State agencies/institutions located in the identified county. Service is provided only to the listed counties. Minimum of 300 pounds for Jackson, Mellette, Hughes, and Brule Counties. A minimum of 300 pounds for Jackson, Mellette, Hughes and Brule counties. All locations outside of Pennington County have a \$20.00 per trip minimum charge in addition to the per pound price. The prices listed are for all inclusive for ½ straight cut shred.

County	Price Per Pound	
	0-1000 LBS	Over 1000 LBS
Brule	.14	.14
Butte	.20	.17
Custer	.20	.17
Fall River	.20	.17
Hughes	.14	.14
Jackson	.14	.14
Lawrence	.20	.20
Meade	.20	.20
Mellette	.14	.14
Pennington	.12	.12
Shannon	.20	.20

Dakota Data Shred
5000 W 8th Street
Sioux Falls, SD 57107

Contact: Butch Hanssen
Contract: 15815
Phone: 605-373-9281
Fax: 605-338-2837
Email: butchh@wcnx.org

Dakota Data Shred (DDS) will provide secure containers for agencies at no charge. Containers shall be available in both small (minimum 64 gallon) and large (minimum 124 gallon) sizes. Secure containers are to be configured in such a way that once documents are inserted, unauthorized personnel will not be able to tamper with documents prior to shredding. Pick up of full containers can be scheduled at the convenience of the agency by utilizing the pick up schedule or the agency may drop off documents at DDS. Daily, weekly, monthly or yearly destruction services can be arranged. Agencies must contact DDS for the pick up schedule.

No State equipment will be utilized in performance of the contract.

Dakota Data Shred will provide a weight ticket and a destruction certificate at time of service. Agencies will be invoiced monthly or upon completion of service. A quarterly report, by location, with weights, will be provided to the Office of Procurement Management.

Contract Pricing –

County	Price Per Pound	
	0-1000 LBS	Over 1000 LBS
State-wide	All locations in South Dakota will be .18 per pound with a minimum charge of \$35.00 per trip.	