GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: www.GSAAdvantage.gov

FSC GROUP 36 PART (N/A) SECTION (N/A): COMMODITY: Office, Imaging and Document Solutions
FSC Class(es)/Product code(s) and/or Service Codes R799

Contract number: GS-03F-0148Y
Contract period: August 9, 2012 – August 9, 2022
(updated 2/11/2017)
CONFIDENTIAL RECORDS, INC.
N 7707 610TH ST
COLFAX, WI 54730-4415
Phone: (715) 235-4728
http://www.confidentialrecordsinc.com

Chad Bartlett
chadb@confidentialrecordsinc.com

Confidential Records currently utilizes a network of NAID AAA Certified Shredding companies as Subcontractors for projects in states they don’t provide regular service

NAID AAA Certified Company for Mobile Shredding

Business size: Small
CUSTOMER INFORMATION:

1a. Table of awarded special item number(s) SINs:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>561990</td>
<td>Document Destruction Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials (OLM)</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price: See Price List Below

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees shall be provided: See Price List Below

2. Maximum order: $1,000,000

3. Minimum order: $80 for Purge Services, $45 for Routine Services (Stop Charge), $100.00 for Computer Hard Drives

4. Geographic coverage: Wisconsin, Minnesota, Iowa, Illinois, Colorado, Kansas and New Mexico

5. Point of production: COLFAX, WI, Dunn County

6. Discount from list prices or statement of net price: Net prices are shown

7. Quantity discounts:

   - Routine Service – 95 gallon lockable $45.00 each Container; (3) or more = Additional 40% off per Container price
   - Routine Service – 64 gallon lockable $40.00 each Container; (3) or more = Additional 44% off per Container price
   - Routine Service – 37” Executive cabinet $35.00 each Container; (3) or more = Additional 50% off per Container price

8. Prompt payment terms: Net 30

9a. Notification that Government purchase cards are accepted at or below the micro purchase threshold. Yes

9b. Notification whether Government purchase cards are accepted above the micro-purchase threshold. Yes

10. Foreign items: Not Applicable

11. Service Areas: Wisconsin, Minnesota, Iowa, Illinois, Colorado, Kansas and New Mexico

11a. Time of delivery - TBD at task order level

11b. Expedited Delivery - Available; TBD at task order level

11c. Overnight and 2-day delivery. Not Available

11d. Urgent Requirements. Not Applicable

12. F.O.B. point(s). Origin
13a. Ordering address:  
N 7707 610TH ST  
COLFAX, WI 54730-4415  
Phone: 715-235-4728  
Fax: 715-235-8258

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address:  
N 7707 610TH ST  
COLFAX, WI 54730-4415  
Phone: 715-235-4728  
Fax: 715-235-8258

15. Warranty provision. Not Applicable

16. Export packing charges, if applicable. Not Applicable

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). None

18. Terms and conditions of rental, maintenance, and repair (if applicable). Not Applicable

19. Terms and conditions of installation (if applicable). Not Applicable

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable

20a. Terms and conditions for any other services (if applicable). Not Applicable

21. List of service and distribution points (if applicable). Not Applicable

22. List of participating dealers (if applicable). None

23. Preventive maintenance (if applicable). Not Applicable

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found at http://www.confidentialrecordsinc.com. The EIT standards can be found at: www.Section508.gov/.

25. Unique Identifying Number: 791221661 CAGE Code: 514P9

26. Notification regarding registration in Schedule for Award Management database. Confidential Records is registered with SAM.
Confidential Records’ service/support philosophy is to provide professional records management services to their customers with emphasis on confidentiality and customer service. All inquiries for service are responded to within 24 hrs. We strive to exceed our customer’s expectations from our front office staff to our in the field service technicians. All customers must receive the highest level of customer service for Confidential Records to continue to become a leading service provider for records management. In order to exceed our customers’ expectations we always ask for their input on ways we can improve our service and efficiency. Our success to date has been measured from the continued growth of our company and the referrals these businesses pass on to others.

Confidential Records’ quality assurance program covers all lockable cabinets/containers, destruction equipment, and employees. All cabinets and containers will be new out of the box. These are guaranteed to be free from defects and workmanship. Should there ever be a problem they will be replaced at no cost. All locking mechanisms are also guaranteed to be free from defects and workmanship. Should there ever be a problem they will be replaced at no cost.

All mobile destruction equipment will provide the same shred time and time again. These units go through a scheduled preventative maintenance check on a daily, weekly, monthly, and semi-annually basis. Any defects or problems are corrected prior to leaving our facility. There will not be a disruption in service for a mobile unit being down, as another unit will cover the assigned route. Should another truck not be available we will deliver additional cabinets/containers to meet the client’s needs until truck can resume route. All decisions will be addressed on a case by case basis with each customer and their needs until normal service can resume.

All employees from office staff to technicians will be polite, courteous, and professional in their duties. All office personnel will respond to inquiries as they come in. All technicians are required to wear Confidential Records uniforms and photo ID badges at all times. At any time should Confidential Records employees deviate from this program we request our customers to notify us immediately. This notification will be documented, placed into the employee file, and a review of the problem will be addressed with the employee.

We measure this quality assurance program by taking pride in our company and our customer’s needs. This program has benefited our company’s growth for excellence, customer satisfaction, and the protection of sensitive information.

Confidential Records maintains its high level of security by utilizing the triple AAA NAID certification standards. This includes but is not limited to the prescreening of employees, background checks, random drug screening, employees wear identical uniforms and Photo ID badges, and they hold required licensing for the equipment they are operating.

The destruction equipment has set standards for particle size as indicated by NAID certification standards. All liability insurance is set at a minimum of $2,000,000, also our employees are bonded.

We maintain a high level of security through our destruction process that is “Closed-Loop”. Each service location will have a “Certificate of Destruction” form that is filled out. This is a triplicate form that also serves as a chain of custody for the transferring of documents from the Customer to Confidential Records. All pertinent information includes: Bill to address, physical address of container locations, Purchase Order #, Date, quantity of containers/cabinets, contact, phone #, description/serial # of cabinets/containers, weight of documents to be

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destroyed, and signature line for Customer releasing documents to be destroyed, signature line for Confidential Records technician accepting liability of documents, also the technician will sign again upon destruction of documents. The customer will receive one copy at time of service, a second copy along with the invoice or receipt will be mailed to the billing address. The third copy will remain in our office in their department file.

All security cabinets and containers are lockable to prevent outside access to the contents inside. At service interval our personnel pick up those cabinets and containers that need to be serviced at take them to the truck to be weighed and destroyed. The scales on the trucks are certified by weights and measures. The entire container is then lifted inside a tunnel into the shredding chamber where the contents are destroyed. The destruction process can be monitored by the Closed Circuit TV on the truck. This entire process eliminates the need for any personnel to handle the contents waiting to be destroyed. Once the truck is full of shredded paper it is then emptied inside the warehouse into the baling operation. The shredded paper is baled and staged inside the secured warehouse until it is loaded onto a semi-trailer, locked, sealed, and delivered to the paper mill to be recycled. This entire “Closed-Loop” process has been complete from the need of ever accessing the paper inside the security containers to the paper mill.

Electronic media scheduled for destruction. These items such as microfilm, microfiche, tapes, and diskettes shall be placed in a separate locked container from the paper media. These containers also have ID # for them. The ID # is documented on the “Certificate of Destruction”, signatures obtained from both parties releasing the media to be destroyed and accepting the liability to destroy them. These containers will be shredded the same way as the paper media, but after destruction the contents are delivered to an incinerator for final destruction. These items cannot be recycled or placed in a landfill.

Our destruction equipment does not have any limitations on staples, file folders, metal clasps, or 3-ring notebooks. However, we do recommend that at a minimum the 3-ring notebooks be opened and the contents emptied into the locked containers. This will provide more room in the containers for other documents to be destroyed.

Confidential Records destruction equipment can handle all types of bound materials and books for destruction. Usually if the bound material and books are 4” thick and greater they should be pulled apart to speed up the destruction process. Our personnel will handle this prior to the start of the destruction process.

Typically pre-sorting is not required for our destruction equipment. But items that could be presorted and don’t necessarily need to be shredded are magazines, newspapers, phonebooks, and cardboard. These items don’t necessarily reduce the price for shredding but really reduce the department’s costs from the volume that needs to be shredded.

Confidential Records utilizes the Shred-Tech line of mobile destruction equipment. The specifications are: hydraulic drive motor rated at 90 Hp that operates up to 3200 psi, this drives 40 knives made of high alloy steel at 5/8” thick, entire cutting chamber measures 27 ½” x 16”, all knives are triple hooked and are set up at an aggressive pierce and tear particle size, the particle size is 5/8” by 1 ½”. The throughput for this machine is 3000 to 4000 lbs per hour based on material being shredded. The shredded material is augured into the back of the truck thru a false wall where it is compacted. These trucks have a payload capacity of 9500 lbs. This machine will cross shred all material that is placed into the hopper.

Chain of custody Form: Confidential Records utilizes a chain of custody “Certificate of Destruction” form to transfer the liability of material to be shredded from the Customer to us. Signatures are required from both
parties releasing the documents and accepting the documents for destruction. The customer will be issued this report at time of service upon completion of the paper being shredded.

**Data security practices:** Confidential Records maintains its high level of professionalism and security by following the guidelines of triple AAA certification set forth by NAID. These guidelines are broken down into four (4) categories, Employee Requirements, Operational Security, Destruction Process, and Company Assurances.

**Employee Requirements:**
All employees must fill out an I-9 and be legally registered to work in the United States.
All employees will sign a Confidentially Agreement.
All employees will have a criminal background check performed by a third party on a county-by-county and statewide basis for the previous seven (7) years. Any person convicted of a felony in the last seven years for any crime involving theft, fraud, burglary, or larceny will not be employed.
All employees will be required to submit to pre-employment drug screening and random drug screening during employment.
All employees will undergo an apprenticeship program for their job category and will be mentored by the lead person in that department.
Technicians will meet all licensing requirements of the governmental jurisdiction.

**Operational Security:** Confidential Records has written policies and procedures in place for all technicians who perform document destruction. These policies cover preventative maintenance checks, cabinet/container placement, on-site security standards, handling of sensitive information prior to destruction, paperwork procedures, and communication standards. All technicians wear identical uniforms and Photo ID badges. All mobile destruction vehicles have working lockable cabs and lockable fully enclosed boxes.

**Destruction Process:** Mobile destruction equipment provides particle size shred that the OEM specified for that particular serial #.
Destruction process has a quality control procedure in place to ensure destroyed information is within the stated standards. Destroyed materials are recycled and a log verifying the weight delivered to recycling facility. “Certificate of Destruction” information is complete with all signatures from client and technicians. Client location has received a copy of “Certificate of Destruction” prior to leaving premises.

**Company Assurances:** Confidential Records is a legally registered business in the state of residence. Confidential Records has general liability insurance of $2,000,000, Professional Liability Insurance for Data Breaches of $500,000, and all employees are bonded. The point of contact for all policies, procedures, and quality assurance is Chad Bartlett, (715) 235-4728, N7707 610th Street, Colfax, WI 54730. Email address is ChadB@ConfidentialRecordsInc.com
# GSA Price List

The following is the pricing included on the GSA Federal Supply Service Schedule Contract. Prices are effective January 1\(^{st}\), 2016

<table>
<thead>
<tr>
<th>SERVICE PROPOSED (e.g. Job Title/Task)</th>
<th>UNIT OF ISSUE</th>
<th>PRICE OFFERED TO GSA (NET)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purge Services per lb *</td>
<td>Pound</td>
<td>$0.14</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Routine Service - 95 Gallon Lockable</td>
<td>Per Container</td>
<td>$33.75</td>
</tr>
<tr>
<td>Routine Service - 64 Gallon Lockable **</td>
<td>Per Container</td>
<td>$27.20</td>
</tr>
<tr>
<td>Routine Service - 37&quot; Executive Cabinet **</td>
<td>Per Container</td>
<td>$22.97</td>
</tr>
<tr>
<td>Computer Hard Drives - under 10 qty ***</td>
<td>Unit</td>
<td>$12.13</td>
</tr>
<tr>
<td>Computer Hard Drives - 11 to 50 qty</td>
<td>Unit</td>
<td>$10.40</td>
</tr>
<tr>
<td>Computer Hard Drives - 51 to 100 qty</td>
<td>Unit</td>
<td>$8.66</td>
</tr>
<tr>
<td>Computer Hard Drives - over 101 qty</td>
<td>Unit</td>
<td>$5.20</td>
</tr>
</tbody>
</table>

* Minimum Charge of $80.00 for Purge Services applies.
** Minimum Order (Stop Charge) of $45.00 for Routine Service applies.
*** Minimum Order of $100.00 for Computer Hard Drives applies.

Commercial Prices Effective Sept. 2021
Rates are for both Classified and Unclassified paper documents.
Hard drives must be removed from computer.
Fuel surcharges are not applicable to our proposal.

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract which is Nationwide.

No Hourly positions offered that apply to the SCA WD.