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: GSAAdvantage.gov.

Multiple Award Schedule

FSC Group: Office Management
Contract Number: GS-25F-0010U

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Period Covered by Contract: April 29, 2018 through April 28, 2023
Pricelist current through Modification: #PS-0025 effective June 01, 2021

Contractor: DUNLAP GOVERNMENT SOLUTIONS, LLC
6700 Jefferson Hwy, STE 2
Baton Rouge, LA 70806-8287
Telephone: 843-298-4755
Web Site: www.dunlapgovsolution.vet
E-mail: patsy@dunlapgovsolution.vet
Fax: (225) -282-0680
Contract Administration: Patsy Kahoe, Director, Government Relations
Business Size: Small business, Service-Disabled Veteran Owned Small business, SBA Certified Small Disadvantaged business
CUSTOMER INFORMATION

1a. Table of Awarded Special Item Number:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>561990</td>
<td></td>
<td>Includes on-site and off-site destruction of classified, unclassified, or personal identifiable information. Types of documents include hard copy media, electronic media, and optical mass storage media. Destruction techniques may include, but are not limited to, shredding, pulverization, disintegration, and incineration.</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: See Authorized Pricelist.

1c. HOURLY RATES: Not applicable.

2. Maximum order:

<table>
<thead>
<tr>
<th>SIN Title</th>
<th>Maximum Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>561990 Document Destruction Services</td>
<td>$1,000,000.00</td>
</tr>
<tr>
<td>Order Level Materials</td>
<td>$250,000.00</td>
</tr>
</tbody>
</table>

3. Minimum order: $100.00

4. Geographic coverage (delivery area): Continental United States - CONUS

5. Points of production: Same as Contractor Address

6. Discount from list prices: GSA Net Prices are shown on the attached GSA Pricelist. Negotiated discount has been applied and the IFF has been added.

7. Quantity discounts: None


*Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. FOREIGN ITEMS: None

10a. Time of Delivery: 30 Days ARO (After Receipt of Order)

10b. Expedited Delivery: As negotiated with ordering agency and the contractor

10c. Overnight and 2-day delivery: As negotiated with ordering agency and the contractor

10d. Urgent Requirements: As negotiated with ordering agency and the contractor

11. F.O.B. Points: Destination
12a. **Ordering Address:**

Dunlap Government Solutions, LLC  
6700 Jefferson Hwy, STE 2  
Baton Rouge, LA 70806-8287  
Telephone: (225)-281-0609 / Facsimile: (225)-282-0680

12b. **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.

13. **Payment address:**

Dunlap Government Solutions, LLC  
6700 Jefferson Hwy, STE 2  
Baton Rouge, LA 70806-8287

14. **Warranty provision:** Contractor’s standard commercial warranty.

15. **Export Packing Charges:** Not Applicable

16. **Terms and conditions of rental, maintenance, and repair:** Not Applicable

17. **Terms and conditions of installation:** Not Applicable

18.a **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** Not Applicable

18.b **Terms and conditions for any other services:** Not Applicable

19. **List of service and distribution points:** Not Applicable

20. **List of participating dealers:** Not Applicable

21. **Preventive maintenance:** Not Applicable

22.a **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** Not Applicable

22.b **Section 508 Compliance for EIT:** As Applicable

23. **Data Universal Number System (DUNS) number:** 117644769

24. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:**  
Contractor has an Active Registration in the SAM database.
Dunlap Government Solutions is a CVE Verified SDVOSB entity. Our service area is nationwide, including the District of Columbia. We have over 40 Federal Government contracts and service agreements in place as of 7/1/2021 with the following Departments/Agencies:

- Department of Defense – U.S. Army
- Department of Health and Human Services – Indian Health Service
- Department of Labor
- Department of Veterans Affairs (VHA and VBA)
- Department of Justice - US Attorney’s Office

DGS offers secure document destruction of confidential and proprietary information using our state-of-the-art, high capacity, high speed mobile shredding trucks. We accomplish final destruction onsite at your facility. We also destroy Hard Drives and other storage Media to assure the destruction of confidential material contained therein. We offer a superior combination of security, confidentiality, value, and customer service.

**Recurring Mobile Shredding Services**

For recurring document shredding needs we offer a regularly scheduled pick-up service. DGS will provide the required security consoles and bins to be placed on your premises for gathering material to shred.

- For daily paper collection, top-of-the-line security containers are strategically placed throughout the facility. Stationary consoles and rolling bins are available in a variety of sizes.
- There is no need to sort paper or remove paper clips and staples. We will review what can (and cannot) be placed in the containers prior to delivery.

Security is our FIRST priority

- Your onsite document security containers are locked at all times and key access is limited.
- On an established schedule a trained, uniformed, photo I.D. badged, and courteous DGS Security Technician will come to your facility, empty the containers, and shred the confidential material onsite to a state of final destruction, defined as unreadable and non-reconstructible.
- Our vehicles use a fully automated, hands free “no touch” system that guarantees your material is deposited into our mobile shredder without being handled by our technicians.
- The actual shredding can be witnessed by government employees via an onboard video system. Samples of shredded material can be provided upon request.
Once inside the truck the material just processed becomes mixed with other shredded material and compacted, further ensuring that specific confidential material cannot be identified or recovered.

The truck itself always remains locked when shredding or moving between client appointments, assuring a secure chain of custody from initial transfer to recycling center.

All shredded material is delivered to a recycling facility that bales the material and delivers it to a pulp mill. There, it is further processed into a slurry from which paper fiber is recovered that will then be used to make new products for consumers.

One-Time Purge, Call-in, Onsite Shredding Services

The process above is also followed in instances where the client has collected a quantity of documents that cannot be accommodated during the regularly scheduled service calls. Examples include purging a year’s worth of documents in order to follow regulations, moving offices, scanning projects, or other one-off situations that create a large amount of material.

Hard Drives and Other Storage Devices

DGS also offers secure destruction of hard drive and other storage devices. Depending on the situation this destruction can be handled as a recurring service or one-time purge service.

Payment Methods Accepted

- Wide Area Workflow (WAWF)
- OB-10
- Purchasing Cards
- Credit Cards

AUTHORIZED PRICELIST ON FOLLOWING PAGE
**AUTHORIZED PRICELIST**

*Prices are net cost to the Government customer and include the 0.75% Industrial Funding Fee. The net total monthly cost to the Government Customer will depend on the number of containers, number of visits per month, or quantity of materials involved.

<table>
<thead>
<tr>
<th>SERVICE PROPOSED</th>
<th>UNIT OF ISSUE</th>
<th>GSA PRICE (including IFF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Shredding of 36&quot; Executive Console</td>
<td>Each</td>
<td>$25.47</td>
</tr>
<tr>
<td>Document Shredding of 64-Gallon Bin</td>
<td>Each</td>
<td>$32.00</td>
</tr>
<tr>
<td>Document Shredding of 95-Gallon Bin</td>
<td>Each</td>
<td>$38.50</td>
</tr>
<tr>
<td>Document Shredding - Purge or One-time Cleanout</td>
<td>Per Pound</td>
<td>$0.12</td>
</tr>
<tr>
<td>Media Shredding - Computer Hard Drives 1-100</td>
<td>Per Hard Drive</td>
<td>$11.25</td>
</tr>
<tr>
<td>Media Shredding - Computer Hard Drives 101-250</td>
<td>Per Hard Drive</td>
<td>$8.50</td>
</tr>
<tr>
<td>Media Shredding - Computer Hard Drives 250+</td>
<td>Per Hard Drive</td>
<td>$6.25</td>
</tr>
<tr>
<td>Media Shredding - Other Storage Devices</td>
<td>Per Unit</td>
<td>$0.30</td>
</tr>
<tr>
<td>Purge paper Shredding Service for the 1st 500 lbs.</td>
<td>Per Destruction Occurrence</td>
<td>$120.00</td>
</tr>
<tr>
<td>Recycling Fee – Electronic or Magnetic Storage Media Destroyed</td>
<td>Per Destruction Occurrence</td>
<td>$500.00</td>
</tr>
</tbody>
</table>
### ADDITIONAL CHARGES (If Applicable)
- Dunlap Government Solutions Reserves the Right to Assess a Fuel Surcharge
- Dunlap Government Solutions Reserves the Right to Assess a Minimum Stop Charge for Each Type of Service Performed

### EXPEDITED SERVICE
- Dunlap Government Solutions Reserves the Right to Assess an Expedited Minimum Stop Charge for Service Requests with Less than 5 Business Days Advance Notice

### CONTAINER DELIVERY / PICKUP FEES
- Dunlap Government Solutions Reserves the Right to Assess a Minimum Fee for Delivery of New Container(s) or Pickup of Existing Containers

### ADDITIONAL PERTINENT INFORMATION
- If Client Desires Destruction Price to be Based on a Per-Box Basis (i.e. Banker Box - Both Large or Small), this Price will be Subject to Separate Negotiation
- MINIMUM Servicing Frequency for RECURRING Document Shredding Service is Every 2 Months. (Additional Charges WILL be Assessed if Intervals Between Servicing Frequency is > 2 Months)
- Minimum Stop Charge (MSC) Applies to ANY Client Stop for ANY Reason, regardless if Servicing of Containers is Accomplished or NOT Accomplished
- Additional Charges will be Assessed for Movement of Materials Up or Down Stairs
- Prices for the Pickup, Disposal and Recycling of Non-Storage Electronic Items (e.g. Computer Monitors, Towers, Keyboards, Mice, Wires, etc.) to be Negotiated
- Prices for the Destruction of ANY Product or Item NOT Specifically Referenced Herein, is Subject to Negotiation
- Price for Servicing Extra Gray Shredding Bags (Executive Console Bag), will be Priced at $8.00 per Bag
- A $10.00 fee (Plus Shipping Cost) will be Assessed for a Client Requesting Expedited Additional Keys/Locks or Bags
- Negotiated Pallet Pricing Available Upon Request
- Total Charges to the Government Depend on the Number of Containers, Servicing Frequency and/or Volume and Type of Material

*Prices are net cost to the Government customer and include the 0.75% Industrial Funding Fee. The net total monthly cost to the Government Customer will depend on the number of containers, number of visits per month, or quantity of materials involved.

### A. Special Terms & Conditions

a. **Operational Procedures:** Upon written notice, the Customer shall comply with Dunlap Government Solutions’s reasonable operational requirements, as modified from time-to-time, regarding container, pick-up volumes, security, access and similar matters. Customer acknowledges that volume requests that exceed one-hundred twenty-five percent (125%) of normal volume may require Dunlap Government Solutions to incur additional costs, which Customer will pay provided that Dunlap Government Solutions shall have advised Customer thereof in advance.
b. **Authorization; Customer Instructions:** Deposits may be disposed of pursuant to direction of Customer’s authorized officials. Authority granted to any persons on standard authorization forms shall constitute Customer’s representation that the identified persons have full authority to order disposal of Customer’s Deposits. Such orders may be given in person, by telephone, or in writing via facsimile, email, text message or hard copy.

c. **Ownership Warranty:** Customer warrants that it is the owner or legal custodian of the Deposits and has full authority to direct their disposition in accordance with the terms of the Pricelist.

d. **Restrictions on Stored Materials at Customer’s Premises:** Customer shall not deliver to Dunlap Government Solutions for secure shredding any material that is highly flammable, explosive, toxic or otherwise dangerous or unsafe to store or handle, or any material which is regulated under any federal or state law or regulation relating to the environment or hazardous materials. All Customers’ premises where Dunlap Government Solutions’s employees perform services hereunder shall be free of hazardous substances and any other hazardous or dangerous conditions.