

# BALL STATE UNIVERSITY

## SHREDDING SERVICES

### SHRED-IT - Contract Vendor Program

Ball State University Purchasing Services has selected Shred-It to provide on-site secure document destruction services. (Cintas Document Management has been bought by Shred-It in May 2014)

A variety of secure document Shred-It container options are available. The containers are provided free of charge, and can be emptied on a regular service schedule, or a purging basis.

The price to empty each size container on Regular Service and Purging:

- **Regular Service** (available every 2 weeks or every 4 weeks) must have a standing order set up in Sci-Quest and an account number set up with Shred-it:
  - The minimum fee for up to 2 consoles listed below is \$55.00 plus fuel charge. \$11.00 for Additional consoles.
    - Shred-it Consoles Regular size 20 ¼ " wide x 19 5/8" deep x 36" high
    - Shred-it Console Mini size 20 ¼" x 19 5/8" deep x 26" high
- **Purging Service** (shredding documents every couple months) the account manager of Shred-it will be notified by the department to schedule an on-site shred of documents. Must have a Purchase Order entered into Sci-Quest prior to scheduling an appointment.
  - The minimum fee for Purging is \$125.00 plus fuel charge (break down of all box size charges listed below. If purging totals to more than \$125.00 the additional fee listed below will be added to the \$125.00 plus fuel charge.)
    - \$5.00 small Banker Box
    - \$7.00 Large Banker Box
    - \$35.00 64 Gallon Toter 23" wide x 29" deep x 42" high
    - \$50.00 96 Gallon Toter 24.5" wide x 34" deep x 46" high
    - \$51.00 Regular and or mini Consoles (up to 2 consoles) & \$11 for additional after 2 consoles.
    - Media Pricing (CD's, DVD's, and Tapes) can be purged:
      - \$35.00 Small Banker Box
      - \$50.00 Large Banker Box
  - 64 Gallon Toter is available from Shred-it for purging. Please call the Account Manager from Shred-it and put in a request. Please make sure to enter a Purchase Order for the amount of toters for your department and put in a .01 cost.

- Example of purging charges:
  - If a department is purging a total of 4 Toters (64 gallon Toters) the total price would be \$140.00 plus fuel.
  - If a department is purging a total of 3 Toters (64 gallon Toters) the total for the 3 comes to \$105.00, but the department will be charged the minimum of \$125.00 plus fuel.
  
- Average Fuel charge is around 6.5%, but is based on the fuel prices.
  
- All Destruction Regular Service and Purging is performed on-site (the only exception is the media items).
  - All departments must escort the Shred-it personnel that are scheduled to collect the documents to be shredded.
  - The department must escort the shed-it personnel to the truck and watch the destruction.
  - Once destruction is complete, a receipt is given to the department from the Shred-it personnel for the destruction.
  - Please match the receipt with the invoice of the service.
  
- All Services Must have a Purchase Order before rendering service.
  - If interested in being set-up for a Regular Service please notify Purchasing Services
  - If needing Purge services only, please notify the Account Manager at Shred-it:
    - Account Manager Shed-It: LaMonica Costello
    - E-mail: [lamonica.costello@shredit.com](mailto:lamonica.costello@shredit.com)
    - Phone: 317-563-2094
    - Please e-mail for requests
  
- All Invoices will be sent to the department of the requester with referenced Purchase Order #. Please forward to accounting once verified.