

## **EMPLOYMENT DEVELOPMENT SERVICES, INC**

"Opportunities at Work"

P O Box 15447

Baton Rouge, LA 70895-5447

Phone: 225-272-1717 Fax: 225-272-7771 [www.edsla.com](http://www.edsla.com)

April 14, 2015

### **Shredding- ULM- Various Departments**

EDS establishes the work project described below as part of the **Louisiana State Use Program**. This is as authorized by R.S. 39:1594; 39:1595.4 and R.S. 38:2261.

EDS is Louisiana's Central Non-Profit Agency (CNA) designated by the State Use Council, representing all certified work centers in Louisiana. As such, EDS does not perform the services described below but serves as an agent for a disclosed principal and designates the performing work center for each work project such as the one designated in this memo. EDS is the sole negotiator with state use customers and will allocate the work projects to the work centers. It will help facilitate any required additional contract documents but the designated work center shall be named as the sole contracting party.

**All purchase orders should be issued directly to EDS. Please issue purchase order to:**

**Employment Development Services, Inc., P O Box 15447, Baton Rouge, LA 70895-5447. IRS and state vendor # is 72-1104540.**

**All payments should be sent to EDS at P O Box 15447, Baton Rouge, LA 70895-5447.**

Location Name: **ULM**

Address: **700 University Ave., Monroe**

Contact: **Shakeya Rodgers: 318-342-5208**

**Date of Contract: From: 7-1-2015**

**To: 6-30-2016**

**Service:** Document Shredding Service per attached specifications. Work Center to provide all labor, equipment, and supplies. Customer to provide a minimum of 20 boxes or 4 – 95 gallon containers each pick-up or pay a \$ 26.63 minimum service fee. It is further agreed by ULM and ARCO that ARCO shall be the sole owner of the paper once said paper is delivered for destruction and that as sole owner the paper shall be fully destroyed and irretrievable.

**Cost: Banker's Box/30 lbs \$ 3.20 per box**

**Standard Letter/40 lbs \$ 4.26 per box**

**Legal Box/50 lbs \$ 5.33 per box**

**95-Gallon Container \$ 21.30 per container**

**Minimum of 20 boxes or 4 – 95 gallon containers per pick-up to avoid \$ 26.63 minimum charge.**

**EDS will invoice per boxes and/or containers and ULM Departments as provided by the Work Center.**

Performing (contracting) work center: **ARCO Industries**

Contact: **Missy Fleming Phone: 318-372-7817 or [missy@arcomonroe.org](mailto:missy@arcomonroe.org).**

## PROCEDURE

The following procedure is to be followed regarding contacting ARCO to provide shredding services on campus.

1. All items to be shred should be collected and boxed in copy paper sized boxes preferred.
2. Department will contact ARCO via e-mail notifying them that they have a need for their services.
3. The following information is to be provided.
  - a. Name of Department
  - b. Departmental budget code to include: INDEX, FUND, ORGN, PRG.
    - i. Note: All shred will be charged to Account Code 703999
  - c. Department Contact Name
  - d. Contact information to include e-mail and phone number
  - e. Campus location where the shred items are to be picked up.

## INVOICING

ARCO forwards the information to EDS with the contact and account information.

EDS will invoice ULM on a monthly basis and will provide the detail information for each department which scheduled shred services during the previous month.

The department is responsible for processing a check request in the amount billed for services rendered.