



Document Destruction

Shredding Services

1. Collect and box all items in paper-sized boxes or file boxes

2. Send an email to Missy Fleming, Resource Director of ARCO, at missy@arcomonroe.org, and provide:
 - a. Departmental budget code to include: INDEX, FUND, ORGN, PRG. Note, all shredding should be charged to Account Code 703999.
 - b. Department Name
 - c. Contact person
 - d. Campus pick-up location
 - e. Hours the department is open
 - f. Number of boxes

3. Make payment:
 - a. ARCO forwards the information to EDS with the contact and account information
 - b. 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
 - c. The department is responsible for processing a check request in the amount billed for services rendered

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

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.**