



## Purchasing Department

700 University Avenue, Coenen Hall 140 | Monroe, LA 71209

P 318.342.5205 | F 318.342.5218

### Document Destruction

1. Contact Heather Pilcher, ULM Coordinator of Collections, regarding your department's records retention policy to ensure that the documents can be shredded.
  
2. Send an email to Missy Robertson, Resource Director of ARCO, at [missy@arcomonroe.org](mailto:missy@arcomonroe.org) and provide:
  - a. Departmental budget information including: INDEX, FUND, ORGN, PRG. Note, all shredding should be charged to Account 703999.
  - b. Department Name
  - c. Contact Person
  - d. Camus pick-up location
  - e. Hours of availability for pick-up
  - f. Number of boxes
  
3. ULM is invoiced on a monthly basis and will provide the detail information for each department which arranged for shredding services the previous month.

# #TAKEFLIGHT



P. O. Box 15447  
 Baton Rouge, LA 70895-5447  
 Phone: 225-272-1717 Fax: 225-272-7771  
 www.edsla.com

The Louisiana State Use Program provides jobs for Louisiana workers with disabilities.

## PROPOSAL – Document Shredding Service for FY 2022

<b>Customer:</b>	<b>University of Louisiana at Monroe</b>	<b>Date:</b>	<b>3/16/2021</b>
<b>Contact:</b>	<b>Kelly Moravek</b>	<b>Quote #:</b>	<b>Ulm shred</b>
<b>Phone/Fax:</b>	<b>318-342-5205/318-342-5218</b>	<b>From:</b>	<b>Jan Fugler</b>
<b>Email:</b>	<b>moravek@ulm.edu</b>	<b>Email:</b>	<b>jfugler@edsla.com</b>

**Service:** Document shredding service

**Service Dates:** From: July 1, 2021 To: June 30, 2022

**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

**Specifications:** Minimum of 20 boxes or 4-95 gallon containers per pick-up to avoid \$26.63 minimum charge. **Terms:** Net 30

### **Service Location: ULM**

Service Address: 700 University Avenue, Monroe  
 Contact: Kelly Moravek Phone: 318-342-5209 Email: moravek@ulm.edu

### **Billing Contact: Comptroller's Office-University of LA at Monroe**

Billing Address: 700 University Avenue, Coenen Hall 103  
 Billing City: Monroe State: LA, Zip: 71209-2250

### **Work Center: ARCO Industries**

Contact: Missy Fleming Phone: 318-372-7817 Email: missy@arcomonroe.org

**EDS' State Vendor # is 310010178; IRS # is 72-1104540. All purchase orders should be issued directly to Employment Development Services, Inc., P. O. Box 15447, Baton Rouge, LA 70895-5447. All payments should be sent to EDS at P O Box 15447, Baton Rouge, LA 70895-5447.**

EMPLOYMENT DEVELOPMENT SERVICES, INC. establishes the work project described in this quotation as part of the **Louisiana State Use Program**. This is as authorized by State Laws: R.S. 39:1594; 39:1604.4 and R.S. 38:2261 which establish the State Use Program and authorize **no bid purchasing** for state and local agencies.

**Cancellation/Renewal:** Monthly contracts may be cancelled with written, 30 day notice to the Work Center and EDS. Renewal of monthly contracts is assumed unless notice of cancellation is received.

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 in this quotation, but serves as an agent for a disclosed principal and designates the performing Work Center for each work project. EDS is the sole negotiator with State Use Program customers and will allocate the work projects to the Work Centers. EDS will help facilitate any required additional contract documents but **the designated Work Center shall be named as the sole contracting party.**

EDS is proud of the professional performance and quality of work provided by the above certified Work Center. We appreciate your support for jobs for Louisiana workers with disabilities.

Cordially,  
*Jan Fugler*  
 Jan Fugler  
 Executive Director