



**SHREDDING
& STORAGE
UNLIMITED**

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Bloomington, IN 47401
(812) 332-5568

Cost Proposal Narrative

The Cost Proposal is all inclusive and no additional fees will ever be assessed. There are no fees for keys, container delivery, container installation, container pickup, container rental, container exchange, fuel surcharges, etc. Each container will be barcoded for reference and scanned during service as a guarantee by the service representative that service was performed on all containers. The driver will also indicate fill level of the container for tracking. The fill level of each container will be provided to the Agency. Shredding and Storage Unlimited, LLC will assist in optimizing the service schedules as a cost saving measure to the State of Indiana and other included Agencies if containers are not being fully utilized. Any early services of a scheduled container will not incur the unscheduled pick-up charge and schedules can be adjusted at any time. The cost per service will remain the same regardless of service frequency.

In addition to the requested container sizes, we can provide 5 additional smaller sizes in various shapes to fit in smaller offices. These containers will be charged at the 28-32 Gal Bin rate.

For a location that selects Facility, Off-Site, or no preference for their shredding service we will request the option to perform these services either On-site or Off-site and follow all NAID AAA Certification for the service we select. This will only be applied if the IDOA, location and/or agency requesting off-site service opts into giving us this option. A site selecting Off-site service that opts into giving us this option will be charged the Off-Site price regardless of if the actual service is performed on-site or off-site. This request for an option is done to optimize routes and reduce fuel usage and pollution from excess travel. Two neighboring

locations, one selecting off-site and one selecting on-site would require two trucks and higher travel costs to meet both needs. By giving Shredding and Storage Unlimited, LLC the option to service both locations on-site they can be serviced in a single trip. If an Agency, Location, the IDOA or the State declines or does not opt-into on-site service for a site that requests off-site, all services will be serviced off-site and charged the off-site rate. All requests for On-site shredding service will receive On-site shredding service for all of their services.

All purges will be scheduled within 5 business days unless an alternate day is agreed upon. Similar to off-site shredding schedule, we will request the option to complete the project using an on-site or off-site shredding process. For purges the cost is the same regardless of destruction method. Our trucks are capable of shredding over 300 boxes per hour and the shred truck is not typically the limiting factor to the speed of the project and the process of emptying the documents into the shredding container and shredding on-site can often speed up a project. If records in a purge are destroyed on-site, all cardboard will be removed from the site at the conclusion of the shredding project for no additional charge.

For Hard Drive Destruction the serial numbers of all hard drives will be recorded as a part of the shredding process. The list of serial numbers will be included in a digital copy of the Certificate of Destruction. There is no additional fee for this service. All hard drive shredding will be done on-site.