

BROKEN ARROW PUBLIC SCHOOLS

Educating Today

Leading Tomorrow



Contract Committee Review Request  
MUST BE COMPLETED IN FULL

Date: 11-08-21

Contract/Agreement Vendor:

Shredders Inc. - Jennifer Niedzwiecki

Name of Vendor & Contact Person

jennifer@shreddersinc.net

Vendor Email Address

One time service of on-site shredding of confidential documents.

*Describe Contract (Technology, program, consultant-prof Development, etc.)*

*Please use Summary below to fully explain the contract purchase, any titles, and details for the Board of Education to review.*

District wide confidential shredding

Reason/Audience to benefit

12-06-21

BOE Date

\$ 15,000.00

Amount of agreement

Person Submitting Contract/Agreement for Review: Charley Abbott

**PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK**

Principal &/or Director or Administrator: Larry Shackelford

Does this Contract/Agreement utilize technology? YES/NO

If yes, Technology Admin: No

Leadership Team Member: Larry Shackelford

Funding Source: 11-100

Fund/Project

11-100-2520-423-000-0000-000-055

OCAS Coding

1650 boxes of confidential shredding to be performed at the district warehouse.



Consent



Action

Summary

*This area must be complete with full explanation of contract*

**The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:00a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Janet Brown. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.**



### **Confidential Record Destruction Price Quote**

**On-Site Shredding:** All confidential records will be shredded on-site, in your parking lot, by our mobile shredding truck. Our mobile shredding truck is capable of shredding over 1 ton (2,000 lbs.) of paper per hour with a 10,000 lb. capacity. Our mobile shredding truck lifts our 95-gallon container and is then tipped into the shredder and destroyed. If your confidential records are in boxes our drivers will empty them into our containers for destruction.

#### **One Time On-Site Shredding Service Pricing:**

**Minimum charge of \$90.00** (2 containers minimum) or **\$45.00 per 95-gallon container** filled up to be shredded, whichever is greater. Each 95-gallon container can hold up to 300 lbs. of paper or 6-12 boxes of paper (depending on size and weight of boxes). Please call for pricing if you are greater than 30 miles from Tulsa.

**Off-Site Shredding:** All confidential records will be delivered in a locked company vehicle to Shredders Inc. (635 W. 41st St., in Tulsa, OK) for destruction. Upon arrival our employees will unload your confidential records and place them in line to be destroyed. All records will be destroyed the same day as pick up.

#### **One Time Off-Site Shredding Service Pricing:**

**Minimum charge of \$40.00** (this covers up to 400 lbs. of paper) or **\$0.10 per pound**, whichever is greater. Please call for pricing if you are greater than 30 miles from Tulsa.

**Walk in Service:** You are welcome to bring your items to our warehouse and witness the destruction while you wait. Hours of operation are Monday through Friday, 8:00 am to 5:00 pm. No need to make an appointment.

#### **Walk-in Service Pricing:**

**\$15.00 minimum** (this covers up to 150 lbs.) or **\$0.10 per pound**, whichever is greater.

*Shredders, Inc. where "Some things are better shred than read" since 1973.*

## Abbott, Charles T

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**From:** Jennifer Niedzwiecki <jennifer@shreddersinc.net>  
**Sent:** Friday, September 17, 2021 11:53 AM  
**To:** Abbott, Charles T  
**Subject:** Quote from Shredders, Inc.  
**Attachments:** One Time Shredding Services.pdf

Good morning,

I have attached our pricing for on-site and off-site shredding to go along with this estimate. My estimate will most likely be higher than the actual amount, but there is always a chance that it could be lower than expected.

My estimated quote for 1,650 boxes to be shred on-site at your location would be \$12,375.00. Our 95 gallon container can hold anywhere from 6-12 boxes depending on size and how heavily they are packed. This quote is based on 6 boxes per container.

My estimated quote for 1,650 boxes to be shred off-site (picked up and brought back to our warehouse for destruction) would be \$10,725.00. Boxes can range anywhere from 25 lbs. to 65 lbs. depending on size and how heavily they are packed. This quote is based on 65 lbs. per box.

Please let me know if you have any questions.

**Jennifer Niedzwiecki**  
Vice President



& Tulsa Fiber Sales, LLC  
635 W. 41<sup>st</sup> St.  
Tulsa, OK 74107  
Phone: (918) 446-8386  
Fax: (918) 446-0622  
[www.shreddersinc.net](http://www.shreddersinc.net)