A new contract has been established for document shredding services (both off-site and on-site), for hard drive destruction services, and for storage services. The new agreement is still with Document Resources, #40388. Effective date is April 1, 2014 and goes through March 31, 2019. This new contract replaces the State of Kansas contract number 11846 for shredding services and absorbs K-State’s contract number 40138R for storage services.

Things to know about the new contract:

- Contractor’s official name is Underground Vaults & Storage dba Document Resources. Address is still PO Box 1406, 414 South 5th Street, Manhattan. Our contact person is Brandon Weber, e-mail is weber@doc-res.com. Phone numbers remain the same.

- Contract 40388 has three components.
  - Shredding – Departments across the State may continue to use Document Resources for shredding services of documents, both off-site (preferred on the Manhattan campus due to traffic issues) and on-site (when documents are sensitive that a witness to the shredding is required). Please work with the Environmental Health & Safety office (785-532-5856) when on-site shredding at the Manhattan campus is required.
  - Hard Drive Destruction – a new feature for departments to use when needed. Pricing is on the contract.
  - Storage Services – with Underground Vaults as part of the contract, off-site storage capacity has increased and is now available to all K-State locations, e.g. Parsons, Hays, Colby, etc. The old agreement covered K-State’s Manhattan location but the new agreement covers all of the State.

- Document Resources has a presence throughout the State of Kansas. A summary sheet has been prepared for counties where K-State has a definite presence, such as Riley, Pottawatomie, Salina, Ellis. Please refer to the contract (www.k-state.edu/finsvcs/purchasing/contract.html) under “document shredding” for details. Should the county of your office location be blank, please call Document Resources to see what service is possible and the appropriate rate.

The April invoice will reflect the new pricing. Be sure to reference the new contract number on all payments, both APV’s & BPC’s, to Document Resources from now on.

Happy Shredding!