



Document Destruction Agreement

The University of New Mexico Purchasing Department has negotiated a contract for document destruction services with Adelante Enterprises. Adelante Document Destruction Services holds the AAA Certification from the National Association for Information Destruction and the ISO 9001:2008 Certifications. These credentials ensure the processes and procedures for secure document destruction are strictly adhered to.

In addition to great price and services the UNM and Adelante's partnership helps UNM meet the 4-P Procurement Model and compliance with the State Use Act.

We would like to urge all UNM departments to use Adelante for their document destruction.

Call Socorro Turkovich in Purchasing at 277-1736 if you have questions.

The Document Security Specialist for Adelante is JR Lopez.

Her contact information is:

Phone 505-449-4025

Mobile 505-269-6173

Fax 505-883-0246

JRLopez@GoAdelante.org

For your convenience the vendor accepts our PCard

Adelante**Procedure Title:**
Sales Proposal**ID Number:**
DDS 7.3.4/01 Rev. 4

Sales Office: 3900 Osuna Road NE, Albuquerque, NM 87109
 Phone: 505-449-4025 Fax: 505-883-0246

Agreement For Document Destruction Services

Business: University of New Mexico, Purchasing Department
Attention: Bruce Cherrin, CPO
Physical Address: UNM, Business Center, Suite 2600, MSCO1 1240
 Abq. NM 87131-001
Telephone: 505.277.1740
Fax: 505.277.7774
Email: Cherrin@unm.edu
Financial Contact: Same

Service Description	Service Frequency	Cost per Service
On-Going Service For confidential document destruction services 64-Gallon locked container	Weekly Bi-Weekly Every 4 Weeks	\$21.62 per container per service
Box Purge Service In ABQ Metro For Confidential Document Destruction Services. Small Bankers Boxes 12" x 15" Or Large Bankers Boxes 12" x 24"	As needed A \$35.00 per 1/2 hour loading fee will apply with a minimum of 1/2 hour.	\$4.50
Box Purge Service Outside of ABQ Metro For Confidential Document Destruction Services. Small Bankers Boxes 12" x 15" Or Large Bankers Boxes 12" x 24"	As needed A \$35.00 per 1/2 hour loading fee will apply with a minimum of 1/2 hour.	\$5.00 per box
Purge for E-Media Service Boxes or Containers Compact disks, floppy disks, cassettes, or VHS Tapes	As needed For box service a \$35.00 per 1/2 hour loading fee will apply, with a minimum of 1/2 hour.	\$.75 per pound
Purge for Computer Hard Drives Service Boxes only	As needed A \$35.00 per 1/2 hour loading fee will apply, with a minimum of 1/2 hour.	1 to 9 each \$ 10.75 per hard drive 10 to 19 each \$8.75 per hard drive 20 to 100 each \$6.75 per hard drive
New Mexico Gross Receipts Tax		\$.00

Issued by: Document Control	Approved By: Robin Johnson
Approval Date:	Location of Original: FSS Master Document Binder

