



**State of Oklahoma
Department of Central Services
Central Purchasing**

Awarded Vendors Information

Vendor Name: The Meadows Center for Opportunity, Inc.

Vendor ID#: 0000073926

Vendor Address: Address: 1000 S Kelly

City: Edmond

State: OK

Zip Code: 73003

Contact Person Name: James Hill, Jr.

Phone #: 1 - 405 - 348 - 4470

Title: Executive Director

Fax #: 1 - 405 - 340 - 5395

Email: meadowsokc@sbcglobal.net

Website: www.meadowsoklahoma.com

Authorized Location: Locations list attached as (*attachment title*)

Address: 1000 S Kelly

City: Edmond

State: OK

Zip Code: 73003

Contract ID #: 0000000000000000000003042

Delivery: n/a

Minimum Order: Customer Drop-Off at The Meadows: minimum is 63 LBS = (\$10.00)

If The Meadows picks up within 20 miles of Edmond, OK: minimum is 300 LBS (\$45.00)

If The Meadows picks up 21-51 miles outside Edmond, OK = minimum is 625 LBS (\$100.00)

If The Meadows picks up 51 – 100 miles from Edmond, OK: minimum is 1250 LBS (\$200.00)

If The Meadows picks up 100+ miles from Edmond, OK: minimum is 1875 LBS (\$300.00)

P/Card Accepted: Yes No

Other: FEI Number: 73-1132949

SW177- Document Destruction General Provisions

This contract has been awarded in accordance with provisions of Senate Bill No. 4, Title 74, Section 3007 A: “Whenever the State of Oklahoma or any of its agencies intends to procure any product or service included in the procurement schedule, that entity shall secure the product or service from a qualified nonprofit agency providing employment to people with severe disabilities at the fair market price determined by the Committee, if the product or service is available within the period required by the entity.” **Section 3007 B:** “An agency of this state shall not evade the intent and meaning of this section by slight variations from standards adopted by the Department of Central Services.” Amended by Laws 1996, c. 322, § 7, emerg. eff. June 12, 1996.

GP-3 Type of Contract.

This is a firm fixed price contract for indefinite delivery and indefinite quantity for the supplies/services specified.

GP-4 Authorized Users.

Bids shall cover requirements during the specified period for all State Departments, Boards, Commissions, Agencies and Institutions. The Oklahoma Statutes state that Counties, School Districts and Municipalities may avail themselves of the contract subject to the approval of the successful bidder(s).

CHECK APPROPRIATE BLOCK

- Yes, bid permits usage by other than State Agencies
 No, bid permits usage by State Agencies only.

GP-8 Oral Agreements.

No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the ITB or the resultant contract. All modifications to the contract must be made in writing by the Central Purchasing Division.

GP-13 Termination of Contract.

- (a) This contract can be canceled by the supplier for just cause with 30 day written request and upon written approval from Central Purchasing.
- (b) The State may cancel with just cause upon written notification to vendor.
- (c) Immediate cancellation shall be administered when violations are found to be an impediment to the function of the agency and detrimental to its cause, or when conditions preclude the 30 day notice.
- (d) If this contract is terminated, the State shall be liable only for payment under the payment provisions of this contract for supplies and/or services rendered before the effective date of termination.

GP-14 Extension of Contract.

The State may extend the term of this contract up to 90 days if mutually agreed upon by both parties in writing.

GP-15 Ordering.

Any supplies and/or services to be furnished under this contract shall be ordered by issuance of written purchase orders by state agencies and authorized entities. There is no limit on the number that may be issued. Delivery to multiple destinations may be required. All orders are subject to the terms and conditions of this contract. Any order dated prior to the expiration of this contract shall be performed. In the event of conflict between a purchase order and this contract the contract shall have precedence.

GP-16 State and Federal Taxes.

Purchases by the State are not subject to any sales tax or Federal excise tax. Exemption certificates will be furnished upon request.

GP-17 Contractor Invoices.

- (a) The vendor shall be paid upon submission of proper certified invoices to the ordering agency at the prices stipulated on the contract. Invoices shall contain the contract number and purchase order number. Failure to follow these instructions may result in delay of processing invoices for payment. The Company or Corporation bidding shall be the only office authorized to receive orders, invoice and receive payment. If the bidders wish to ship or provide service from a point other than the address listed on the face of the bid, he will furnish a list of these locations. No ordering or invoicing will be done at these locations.
- (b) Invoicing shall be made in accordance with instructions by agency or division issuing the purchase order.

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- (c) If you are paid more than 45 days after submitting a proper invoice, you may be entitled to claim an interest penalty. Contact the Office of State Finance at (405) 521-2141 for a copy of the regulations.
- (d) In cases of partial delivery the state agency may make partial payment, dependent on the dollar value, or hold all invoices for final delivery to be completed.

GP-19 Audit and Records.

- (a) As used in this clause, "records" includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. On forming any contract with the State, the successful bidder agrees any pertinent State or Federal agency will have the right to examine and audit all records relevant to execution of the resultant contract.
- (b) The successful bidder is required to retain all records relative to this contract for the duration of the contract term and for a period of three years, following completion and/or termination of the contract. If an audit, litigation, or other action involving such records are started before the end of the three year period, the records are required to be maintained for three years from the date that all issues arising out of the action are resolved or until the end of the three year retention period, whichever is later.

GP-20 Gratuities.

The right of the contractor to perform under this contract may be terminated by written notice if the Contracting Officer determines that the contractor, or its agent or another representative offered or gave a gratuity (e.g. an entertainment or gift) to an officer, official or employee of Central Purchasing.

GP-23 Contract Usage Reporting Requirements.

- (a) Reports shall provide the total dollar amounts sold to all political entities that include but are not limited to State Agencies, Counties, Cities, Schools, Hospitals and Municipalities.
- (b) Reports shall be submitted quarterly regardless of quantity.
- (c) Usage Reports shall be delivered to Central Purchasing, Suite 116 Will Rogers Building, 2401 N. Lincoln Blvd., Oklahoma City, OK within 30 calendar days upon completion of performance quarter period cited in paragraph "d" of this contract provision.
- (d) Contract quarterly reporting periods shall be:
 - January 1 through March 31
 - April 1 through June 30
 - July 1 through September 30
 - October 1 through December 31
- (e) Failure to provide usage reports shall result in cancellation or suspension of contract.

**SW177- Document Destruction
Special Provisions**

SP-1 Contract Period.

The contract period remains the same. For a 12 month period, commencing August 31, 2013 and ending August 30, 2014. The contract may be renewed for up to three (3), one (1) year option periods.

**Confidential Data Destruction Policies and Procedures
Procedures for Transporting, Handling and Destroying Confidential Data**

- I. Bin pickup from site
 - 1. All Bins are locked onsite. Driver scans bin(s) using hand held device.
 - 2. A signature from the customer is required prior to the bins leaving the site.
 - 3. Bins are then transported to the truck.
 - 4. Bins are never unlocked or unattended.
 - 5. Truck will be locked after it is loaded.
 - 6. Trucks will remain locked at all times that bins are within and whenever Meadows pickup personnel are not actively loading or unloading.

7. Locked bins will be delivered via locked truck to the Meadows dock.

8. The confidential data is always locked and secured.

II. Onsite Procedures for handling sensitive/confidential data

1. The truck will be unlocked, locked bins will then be unloaded by Meadows personnel.

2. The locked bins will be unloaded and transported to the warehouse where they are weighed.

3. A pre-printed pick-up form is completed, documenting the pick-up location, date of pick-up and pounds of paper to be destroyed.

4. The bins are date coded by color.

5. The bins are taken to the sorting table, unlocked by staff members and then sorted to remove any trash, or non-paper items (contaminants, magazines, newspapers, black carbon, etc.).

6. The materials/data are not read.

7. The data is then placed back in bins and locked.

8. The data is then transported to the shredder, unlocked by Meadows staff and placed on the lifter to be dumped onto a conveyor belt that feeds the shredder.

9. Employees then make certain the data is fed through the shredder.

10. Employees ensure there is no paper or shredding on the floor or in the bins.

11. The bins are taken to the cleaning area and vacuumed. The vacuum is dumped on the conveyer belt and put with material to be bundled.

12. The shredded documents are automatically fed onto a conveyor belt and they are bundled into 1,300 - 1,500 pound bales and moved by Meadows staff to the warehouse.

Bales are stored in the Meadows secure warehouse and removed as needed to go to paper mills. The bales are transported directly to the paper mills to be turned into pulp and returned to paper, recycled.

III. Box pick-up from site

1. Boxes are placed on pallets/skids.

2. Pallets/skids are loaded on truck and truck is locked after loading.

3. Trucks will remain locked at all times that boxes are within and whenever Meadows pickup personnel are not actively loading or unloading.

4. Boxes are date coded upon arrival to Meadows dock.

5. Handling of sensitive/confidential data same as above (II).

Policies & Procedures for Securing Confidential Data

I. Security Checks

1. Inspection/cleaning of trucks.

2. Inspection/cleaning of bins.

3. Inspection/cleaning of outside physical plant.

4. Inspection/cleaning of inside physical plant.

5. Four Security Checks are performed on all employees daily.

6. Security Checks are performed on all employees leaving the shredding area.

II. Physical Plant Security

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1. The physical plant is secured by a security system (video surveillance) that directly interfaces with the Edmond Police Department. Also secure locks and latches are utilized on each entry door.
2. Internal QA is performed daily and logged – (See QA Log 1)
3. Staff members are trained to clean and watch for shredding on the floor or persons.
4. Only those employees directly involved in the transport, sorting, shredding or storage of the data may access the shredding area.
5. Visitors must sign in and be accompanied by a Meadows staff member.
6. Documentation is done daily on employee security checks. (Security Log Forms).
7. Physical Plant – shredding area is cleaned and inspected daily by staff to make certain no information was accidentally lost on the floor.
8. All bins partially completed at the close of the business day must be locked before closing.
9. All items used for cleaning destruction area (i.e., brooms, vacuum container, dust pans, etc.) will be inspected for shredding and if any is found, it will be placed on the conveyor and baled.

III. Access to Work Area

1. Access to work area is limited to employees who are directly responsible for the completion of the destruction data (i.e., transporting, sorting, shredding, baled handling, cleaning, etc.)
2. Security Checks/Search on employees and staff are performed four times daily and anytime someone leaves the shredding area.
3. All staff are required to receive confidentiality training relating to procedures at the work area, including HIPAA training.
4. Visitors are required to be accompanied by Meadows staff person.

THIS CONTRACT AND ALL PURCHASE ORDERS AND RELEASES FROM THIS CONTRACT ARE SUBJECT TO THE 1 % HANDICAP LEVY AS PROVIDED FOR IN TITLE 74, SECTION 3004.1.

If you have any questions concerning this contract, please contact the undersigned Central Purchasing Point of Contact.

Timothy Harvey
State Use Contracting Officer
Phone: (405) 521-4474
Fax: (405) 521-4475
E-mail: Timothy.Harvey@omes.ok.gov

