



FWISD Instructions for Shredding Service

Containers:

Expanco has a variety of container sizes – from 16 gallons to 96 gallons – guaranteeing that we have a workable solution to whatever size and space constraints you might have. Expanco works with its customers to determine the number and size of bins needed as well as the frequency of service so that your sensitive records are handled in a timely, efficient, and economical fashion.

Service Frequency:

Customers may choose to have service provided on a regular basis (e.g, every 4 weeks), or can choose to have on-call service whenever it is needed. They may also have a combination of both - that is, you may opt for regular service and also call for a special pickup on non-scheduled days to handle a purge, etc. All that is required for on-call or additional service is a phone call - we just ask for as much advance notice as possible.

Shredding:

Expanco will shred your paper on-site in a mobile shred truck by walking your bin(s) out to the truck, dumping the paper into the truck, and returning the bin(s) to your facility. If a location has boxes in addition to their bin(s), please let us know ahead of your service date so that we can make sure to have the proper resources to handle the extra paper.

Certificate of Destruction:

Expanco will provide each facility with a Certificate of Destruction immediately after their paper is shredded, stating that the paper removed from the facility has been destroyed. Following the destruction process, the paper is taken directly to the recycling company for immediate processing. Shredded material is sent to paper mills located only in the United States.

Additional Information:

Expanco adheres strictly to all State, Federal, and HIPAA regulations and requirements, and is frequently audited to ensure proper procedures are being followed - Expanco has never failed an audit. Expanco is NAID AAA-certified to ensure strict compliance with all security measures and regulations. Our drivers are drug-screened and background-checked frequently, and are randomly followed without their knowledge to make sure they are in total compliance with all policies and regulations.

Instructions for using the On-site Document Destruction/Shredding Contract

The first thing you need to do is determine your document destruction needs (a regular schedule, a call-in service or a one time/bulk document destruction service).

To have a regular schedule, you will need to select the size and number of containers that you would like to have at your location. The cost of the containers is included in the prices below. However, there is a minimum charge of \$15.00 per service. See the pricing analysis below.

You will need to enter an estimated total amount for the bulk clean-out. Enter the total number of scheduled services according to the price analysis below. Use vendor #21318, general commodity code 630, and budget object code 6299 miscellaneous contracted services. Include the following information in your description of service: Contact name and phone number of person responsible for scheduling pick up at your location, exact location where bin(s) will be placed, size of bin(s) needed at your location, and service frequency.

Contact Information

Expanco Document Destruction
5501 Thelin St. #119
Fort Worth, TX 76115

Email:
janice.retra@expanco.com
bob.kelly@expanco.com

Phone: 817-710-1125
Fax: 817-710-1129

At each service rendered, you will be provided a Certificate of Destruction for your records.

If you have questions, email tina.washington@fwisd.org

Pricing Analysis for Regularly Scheduled Service, Call-In Service & Purge/Clean Out Service

Expanco Vendor # 21318	Minimum Charge \$15.00	Standard Console (100 lbs)		64 Gallon Container (200 lbs)		95 Gallon Container (300 lbs)	
No. of Containers							
1 Container		\$8.00		\$10.00		\$12.00	
2 Containers		\$7.50		\$9.50		\$11.50	
3 Containers		\$7.00		\$9.00		\$11.00	
4 Containers		\$6.50		\$8.50		\$10.50	
5 Containers		\$6.00		\$8.00		\$10.00	
6 +		\$5.00		\$7.50		\$9.50	
Bulk clean outs are charged at a minimum charge of \$15.00 and \$2.00 per box.							

REMEMBER THAT YOU WILL NEED TO RECEIVE IN MUNIS AFTER EACH SCHEDULED PICK-UP.