



Statewide Document Destruction and Disposal Services MS250274001 through MS250274004

Issuance Date: 8/6/2025

Revision Date: N/A

CONTRACT PERIOD/RENEWAL OPTIONS	
Current Contract Period:	August 4, 2025 through August 3, 2026
Original Contract Period:	August 4, 2025 through August 3, 2026
Available Renewal Period Options:	Two (2)
Potential Final Expiration Date:	August 3, 2028

ALL PURCHASES MADE UNDER THESE CONTRACTS MUST BE FOR PUBLIC (STATE AGENCY) USE ONLY. PURCHASES FOR PERSONAL USE BY PUBLIC EMPLOYEES OR OFFICIALS ARE PROHIBITED.

A state agency shall be defined as a division, section, bureau, office, program, board, regional/district office, etc., that exists within a department of Missouri State Government. For the purposes of this document, this shall also include the Judicial and Legislative branches of the State of Missouri.

BUYER CONTACT INFORMATION	
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ORGANIZATION

Statewide Contract History
Contract Information
Instructions and Information
Contract Pricing
Contract Scope of Work
Appendix A – Satisfactory Survey



STATEWIDE CONTRACT HISTORY

The following table summarizes actions related to this Notification of Statewide Contract:

ACTION ISSUE DATE	SUMMARY OF CHANGES
8/4/2025	Initial issuance of statewide contracts.



CONTRACT INFORMATION

MS250274001			
MissouriBUYS SYSTEM ID::		MB00145223	
Contractor Name:		Big Bear Shredding LLC	
Contractor Address:		528 N Prince Lane Springfield, MO 65802	
Contact Information:		Name:	John Garrett
		Phone Number:	417-657-4733
		Fax Number:	N/A
		Email Address:	Service@BigBearShredding.com
MBE, WBE, SDVE, BLIND/SHELTERED WORKSHOP PARTICIPATION			
MBE: No	WBE: No	SDVE: No	Blind/Sheltered Workshop: No

MS250274002			
MissouriBUYS SYSTEM ID::		MB00115411	
Contractor Name:		Delta Document Shredding LLC	
Contractor Address:		P.O. Box 905 Sikeston, MO 63801	
Contact Information:		Name:	Chuck Leible
		Phone Number	5734711177
		Fax Number:	N/A
		Email Address:	chuckleible@gmail.com
MBE, WBE, SDVE, BLIND/SHELTERED WORKSHOP PARTICIPATION			
MBE: No	WBE: No	SDVE: No	Blind/Sheltered Workshop: No



MS250274003			
MissouriBUYS SYSTEM ID::		MB00093624	
Contractor Name:		Onsite Mobile Document Destruction of Missouri, LLC	
Contractor Address:		P.O. BOX 238 Camdenton, MO 65020	
Contact Information:		Name: Diane Oltmann Phone Number: 573-873-5915 Fax Number: 573-8735915 Email Address: onsitedoc@charter.net	
MBE, WBE, SDVE, BLIND/SHELTERED WORKSHOP PARTICIPATION			
MBE: No	WBE: No	SDVE: No	Blind/Sheltered Workshop: No

MS250274004			
MissouriBUYS SYSTEM ID::		MB00137780	
Contractor Name:		Vital Records Control	
Contractor Address:		3052 S. 24th St Kansas City, KS 66106	
Contact Information:		Name: David Cleland Phone Number: 6152235501 Fax Number: na Email Address: dcleland@vrcnetwork.com	
MBE, WBE, SDVE, BLIND/SHELTERED WORKSHOP PARTICIPATION			
MBE: No	WBE: No	SDVE: No	Blind/Sheltered Workshop: No



INSTRUCTIONS AND INFORMATION



1. The contractor shall provide Document Destruction and Disposal Services for any state agency of the State of Missouri (hereinafter referred to as the state agency), in accordance with the provisions and requirements stated herein and to the sole satisfaction of the state agency.
 - a. For purposes of the contract, a state agency shall be defined as a division, section, bureau, office program, board, regional/district office, etc., that exists within a department of Missouri State Government. For purposes of this document, this shall also include the University of Missouri system and the Judicial and Legislative branches of the State of Missouri.
2. The contractor shall provide services in the region(s) awarded, as specified on the Notice of Award issued by the Division of Purchasing.

Vendor	Region
Big Bear Shredding	Southwest
Delta Document Destruction	Southeast
Onsite Document Destruction	Central
VRC	Greater Kansas City Region
VRC	Northwest

3. The contractor shall perform all services during normal State of Missouri hours, which are typically 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding official state holidays. A listing of state holidays can be found at the following website: <http://oa.mo.gov/commissioner/state-holidays>.



4. Performance Requirements:

- a. The contractor shall perform document destruction services on-site at each applicable state agency facility on an as needed, if needed basis or on a regular scheduled basis, as mutually agreed upon between the contractor and each applicable state agency.
- b. The contractor shall provide the document destruction services by no later than five (5) business days after a request for service is made, or by the date mutually agreed upon between the state agency and the contractor. The state agency shall request services by telephone, fax, or other method as agreed upon between the contractor and each state agency.
- c. The contractor shall understand and agree that the State of Missouri requires flexibility in the arrangements and methods for the collection of documents on a building-to-building and case-by-case basis. The contractor shall coordinate and work in good faith with each state agency and designee in seeking and obtaining the arrangements and methods of collection.
- d. The contractor shall understand that the state agency or designee shall, at any time throughout the contract, accompany the contractor during any collection, hauling, weighing, or destruction process being conducted by the contractor. The contractor shall not restrict or in any way limit the state agency's right or ability to oversee any and all services provided by the contractor.
- e. If requested by the state agency, the contractor shall supply locked security containers for the collection of documents in the size(s) and quantity specified by the applicable state agency. The contractor shall provide all containers free of charge.
 - i. Each container shall have a drop-slot and a key-locked deadbolt. The contractor shall place each container in the location requested by the state agency, provided that placement is in accordance with applicable fire codes.
 - ii. The contractor shall clearly mark containers for their intended use.
 - iii. The contractor shall not limit the number of containers at any particular state agency site. However, if containers are requested, the state agency estimates that approximately one (1) 40-45 gallon, or estimated size of 36" x 20" x 19.5" container may be required for every 25-30 employees. The state agency designee will notify the contractor if it is determined that different sizes or additional containers are required. The contractor shall coordinate and work in



good faith with each state agency designee in determining the number and size of containers required.

- iv. The contractor shall retain ownership of the containers. The contractor shall understand and agree that the State of Missouri shall not be responsible for any liability incurred by the contractor or the contractor's employees arising out of the possession, use, maintenance, delivery, return, and/or collection from the containers provided by the contractor.
- f. The contractor shall understand and agree that in most cases, documents to be destroyed will be in a locked storage area at the state agency facility. Therefore, the contractor, with accompaniment by a state agency designee, shall transport the documents on carts or other method from each storage area to the contractor's truck on-site. The contractor shall load and unload all documents without assistance from the state agency.
 - i. In the event the state agency utilizes a covered container, the contractor shall handle and transport such to ensure that no record is lost or mislaid in route.
 - 1. However, in the event the state agency does not have the documents in covered container(s), the contractor shall make every effort to ensure that no record is lost or mislaid in route.
 - ii. If requested, the contractor shall remove and/or dispose of all cardboard boxes that were used to contain the documents. The contractor is encouraged to reuse or recycle all cardboard boxes.
- g. The contractor shall collect all documents from an identified location, weigh all documents using a certified scale, destroy completely, and provide the state agency with a Certificate of Destruction and weigh ticket. At a minimum, the Certificate of Destruction must include the name and address of the state agency facility, date of service, description and weight of documents destroyed, service representative name, and truck number.
 - i. The contractor shall destroy all documents to a maximum size of no greater than particles one square inch. However, if requested by the state agency and if the contractor is capable (as specified in **Attachment 2**), the contractor shall destroy documents to a maximum size of 5/16".
 - ii. The contractor shall clean up the immediate document destruction area and ensure that all loose material particles collected are



removed each time document destruction services are performed.

- h. Confidentiality: Due to the sensitivity of the documents being destroyed, the contractor shall not disclose any information obtained from the documents in the event the contractor observes any such documents during the course of pick up and document destruction. Furthermore, to the extent the contractor may have access to any report, tax return, or other information received by a state agency in connection with the administration of the tax laws of the State, the contractor specifically shall comply with section 32.057, RSMo. The contractor shall agree and understand that all discussions with the contractor and all information gained by the contractor as a result of the contractor's performance under the contract shall be confidential and that no reports, documentation, or material prepared as required by the contract shall be released to the public without the prior written consent of the state agency. Any person making unlawful disclosure of information in violation of such section shall, upon conviction, be guilty of a class D felony. Therefore, as the need for confidentiality dictates, the contractor shall agree and understand that any of the following may be required; however, the determination of what is required shall rest solely on the state agency designee.
 - i. The state agency designee shall witness the destruction of the confidential documents.
 - ii. The contractor shall submit a letter to the applicable state agency office guaranteeing that the confidentiality of all such documents were maintained from the time of collection until the documents were destroyed and that none of the documents were read or copied by the contractor or contractor's personnel prior to such destruction.
 - iii. If required by the state agency, the contractor and any required contractor personnel must sign specific documents regarding confidentiality, security, or other similar documents upon request. Failure of the contractor and any required personnel to sign such documents shall be considered a breach of contract and subject to the cancellation provisions of this document.

5. **CONTRACT MANAGEMENT:**

- a. The state agency should monitor, measure, and manage the contractor's performance of services and delivery of products according to the contractual requirements. Please refer to the Contract Management Guide:



<https://oapurch.state.mo.us/procurementsources.shtm>

- b. In the event your state agency encounters any issues or has any concerns or questions regarding the contract, please contact the Division of Purchasing in writing to the attention of the buyer shown on the front page of this document.
 - c. To assist the Division of Purchasing in monitoring the performance of the contractors and ensuring quality services are provided to state agencies, state agencies are strongly encouraged to submit documentation regarding the contract and contractor performance to the Division of Purchasing to the attention of the buyer listed on the front page of this document.
6. **SATISFACTION SURVEY:** Customer service is a top priority. The Division of Purchasing desires to work with state agencies to identify solutions if there are any contract concerns. State agencies are encouraged to complete the Satisfaction Survey, Appendix A, regarding their experience with the contract. Please submit your completed survey to the Division of Purchasing to the attention of the buyer shown on the front page of this document.



CONTRACT PRICING

CENTRAL REGION

Central Region consists of the following counties: Carrol, Chariton, Randolph, Monroe, Saline, Howard, Boone, Audrain, Callaway, Montgomery, Pettis, Cooper, Moniteau, Cole, Osage, Gasconade, Benton, Morgan, Miller, Maries, Camden, Pulaski, Phelps, Laclede, and Dent		
OnSite Mobile Document Destruction of Missouri, LLC Contract MS250274003		
Line Item	Weight Category	Firm, Fixed Price <i>per pound</i>
01	0 – 500 Pounds	\$0.20
02	Over 500 Pounds	\$0.20
Line Item	Description	Firm, Fixed Minimum Charge
03	Minimum Charge	\$50.00

GREATER KANSAS CITY REGION

Greater Kansas City Region consists of the following counties: Platte, Clay, Ray, Jackson, Lafayette, Cass, Johnson, Bates, and Henry		
Vital Records Control Contract MS250274004		
Line Item	Weight Category	Firm, Fixed Price <i>per pound</i>
04	0 – 500 Pounds	\$0.00
05	Over 500 Pounds	\$0.12
Line Item	Description	Firm, Fixed Minimum Charge
06	Minimum Charge	\$45.00



CONTRACT PRICING

NORTHWEST REGION

Northwest Region consists of the following counties: Atchison, Nodaway, Worth, Harrison, Holt, Andrew, Gentry, Dekalb, Daviess, Buchanan, Clinton, and Caldwell		
Vital Records Control Contract MS250274004		
Line Item	Weight Category	Firm, Fixed Price <i>per pound</i>
13	0 – 500 Pounds	\$0.00
14	Over 500 Pounds	\$0.14
Line Item	Description	Firm, Fixed Minimum Charge
15	Minimum Charge	\$70.00

SOUTHEAST REGION

Southeast Region consists of the following counties: Iron, Madison, Perry, Bollinger, Cape Girardeau, Reynolds, Shannon, Wayne, Stoddard, Scott, Oregon, Carter, Butler, Mississippi, Ripley, New Madrid, Pemiscot, and Dunklin		
Delta Document Shredding, LLC Contract MS250274002		
Line Item	Weight Category	Firm, Fixed Price <i>per pound</i>
16	0 – 500 Pounds	\$0.20
17	Over 500 Pounds	\$0.20
Line Item	Description	Firm, Fixed Minimum Charge
18	Minimum Charge	\$75.00



CONTRACT PRICING

SOUTHWEST REGION

Southwest Region consists of the following counties: Vernon, St. Clair, Hickory, Dallas, Barton, Cedar, Polk, Dade, Jasper, Lawrence, Greene, Webster, Wright, Texas, Newton, Barry, Stone, Christian, Douglas, Howell, McDonald, Taney, and Ozark

**Big Bear Shredding, LLC
Contract MS250274001**

Line Item	Weight Category	Firm, Fixed Price <i>per pound</i>
19	0 – 500 Pounds	\$0.34
20	Over 500 Pounds	\$0.34
Line Item	Description	Firm, Fixed Minimum Charge
21	Minimum Charge	\$68.00



This satisfaction survey is provided for users to report good and/or poor contractor performance. Any contract user may complete the survey and return it to the buyer identified on page one of this notice.

Users are advised that serious contractor performance issues should be immediately reported to the buyer identified on page one of this notice.

GENERAL CONTRACT INFORMATION	
Contract Number and Contractor Name	Contract Number: Contractor Name:
Does the contract meet the needs of your state agency?	Yes: ☐ No: ☐ If no, please explain:
How could the contract be improved?	

Please complete the following form to document your agency's experience with the contractor.

CONTRACTOR PERFORMANCE	
Do the services provided by the contractor meet the requirements of the contract and as required by your agency?	Yes: ☐ No: ☐ If no, please explain:



Has your agency encountered any problems with the contractor? If so, how would you rate their ability to resolve the problem?	Yes: ☐ No: ☐ Please explain:
Describe the responsiveness of the contractor to inquiries.	Please explain:
Describe your overall experience with the contractor.	Please explain:
Other	Please explain:



SURVEY COMPLETED BY:	
Name:	
State Agency:	
Email:	
Date:	

AVAILABILITY TO SERVE AS AN EVALUATOR:	
At the time of rebid, would you be available, and like to be considered, to serve as a member of the evaluation team? Yes: ☐ No: ☐	

Please submit your completed survey to the Division of Purchasing to the attention of the buyer shown on the front page of this document.