

**HOUSING AUTHORITY OF NEW ORLEANS
PROCUREMENT AND CONTRACTS DEPARTMENT
DOCUMENT SHREDDING SERVICES AGENCY
REQUEST FOR QUOTES #15-905-49**

4100 TOURO STREET
NEW ORLEANS, LA 70122
PHONE # (504) 670-3373
DATE: September 10, 2015

FAX # (504) 286-8224

EMAIL: kniemi@hano.org

CONTRACT SPECIALIST Kellie Niemi

COMPANY: _____

ADDRESS: _____

CONTACT: _____

PHONE # _____

FAX # _____

EMAIL: _____

QUOTE DUE BY: THURSDAY, SEPTEMBER 17, 2015 @ 2:00 PM

SCOPE OF SERVICES:

- Contractor shall be aware of and comply with all fire code regulations necessary to perform the Work outlined below and proposes to perform all obligations, duties and responsibilities necessary in execution of the Work, and will furnish all materials, equipment and supplies required.
- Contractor shall provide a Certificate Destruction which shall include: location of facility, date of service, number of containers (for scheduled shredding), signature and title of employee performing the service, and signature of HANO witness verifying services were rendered.
- Contractor shall provide three (3) 64 gallon containers, and ten (10) 96 gallon locking containers to accommodate collection at each department location. Containers should be made with a top slot for deposit of material, or a side slot near the top to prevent theft of documents, and contain a tamper-evident locking device. Containers shall be clearly marked for their intended use. HANO shall be allowed to place non-permanent signage on the containers at its discretion.
- Contractor shall coordinate with HANO to establish the locations of all containers. HANO shall be allowed to make changes to the size, number and location of containers upon 48 hour notification to Contractor.
- Bins will be collected monthly from each department to be scheduled by HANO at contract award. The day and time of pick-up shall be established, by HANO, for collection within the business hours of 8:00 am to 5:00 pm local time, Monday through Friday. If a scheduled collection falls on a state holiday, Contractor shall pick up on the following business day; the Contractor shall be familiar with all state holidays. Scheduled collection dates may be changed by HANO with 48 hour notice. HANO can request additional bins and schedule additional pick-ups at its discretion.
- Contractor shall provide its invoice to HANO containing: Contractor's name and address, remittance address, contract number, purchase order number, and detailed description of service provided including size and number of containers collected, and HANO department location where collection service was rendered.

PRICE VALID UNTIL: _____

QUOTE SUBMITTED AND AUTHORIZED BY:

_____ ON _____ 20 _____

HANO reserves the right to execute a Purchase Order with the responsible individual(s), firm(s), or organization(s), which will provide the greatest benefit to the agency, and not necessarily the lowest price.

THIS IS NOT AN ORDER REQUEST

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QUOTE FORM / ACKNOWLEDGMENT OF ADDENDA

Submit unit prices on this form.

64 GALLON CONTAINER - 1 unit	COST	96 GALLON CONTAINER - 1 unit	COST
Pick up cost per unit: weekly	\$	Pick up cost per unit: weekly	\$

Acknowledgment of addenda if any. The Offeror acknowledges receipt of the following::

ADDENDA: No. _____ Dated: _____

ADDENDA: No. _____ Dated: _____

NAME OF OFFEROR: _____

ADDRESS OF OFFEROR: _____

NAME OF AUTHORIZED SIGNATORY OF OFFEROR: _____

TITLE OF AUTHORIZED SIGNATORY OF OFFEROR: _____

SIGNATURE OF AUTHORIZED SIGNATORY OF OFFEROR: _____

DATE: _____