NC DOA
Department of Administration
Purchase & Contract

Statewide Term Contract 7612A – Document Destruction Services

Bid Number	DPC-1229085366-CDB-R
Contract Name	Document Destruction Services
Effective Dates	October 23, 2024, through October 22, 2029
Awarded Vendors and Contacts	**ROUND ONE** (Award date 10/23/2024) **Iron Mountain Information Management LLC** Us Public Services | (888) 572-0895 **Vital Records Holdings LLC** Jakeia Turlington | (704) 248-4539 **ROUND TWO** (Award date 8/15/2025) **Allways Shred dba ProShred** Mike Sizemore (919)-741-5026 **Shred America/Carolina Shred** Troy Henley (323) 616-0339
Contract Covers	This contract is intended to cover the state's normal requirements for document destruction services. These services shall be provided on an as-needed basis when ordered by state agencies, departments, institutions, universities, and community colleges. This contract includes all labor and equipment necessary to provide document destruction services, including document destruction, shredding, and recycling services for all types of office paper and mixed media, both onsite and offsite. Document destruction service types available by vendor are included in the following categories:

	Iron Mountain	Vital Records	ProShred	Shred America
Standard On-Site (Locked)	√	√	√	√
Standard On-Site (Unlocked)	√	√	√	√
Secured On-Site (FTI and PHI)			√	√
Secured Off-Site (FTI and PHI)			√	√
Off-Site	√	√	√	√
Mixed Media	√	√	√	√

	IT Media	√	√	√	√

Customer Service	Each vendor has a dedicated Customer Service Representative to ensure agencies receive contract pricing regardless of the order channel (i.e., eProcurement, procurement card, phone, fax, or email).
Round Two Awarded Counties	Round Two Award Details
Contract Does Not Cover	This contract does not cover medical waste.
Contract Type	This is a **mandatory** statewide term contract for state agencies, departments, institutions, universities, and community colleges – unless exempted by North Carolina general statute. Non-mandatory entities, including schools and local governments, may use this contract as allowed by general statute.
Taxes	Prices do not include North Carolina sales or use tax.
eProcurement	eProcurement
eProcurement Help Desk	(888) 211-7440
Contract Manager	Ian Fox | (984) 236-0211
Contract Attachments	Iron Mountain Information Management LLC Vital Records Holdings LLC Allways Shred dba ProShred Shred America/Carolina Shred
Contract Addenda	