

**NEW JERSEY HIGHER EDUCATION STUDENT ASSISTANCE AUTHORITY
(HESAA)
REQUEST FOR QUOTATIONS FOR
On-Site Shredding Services**

The New Jersey Higher Education Student Assistance Authority's ("HESAA" or "Authority") seeks quotations for shredding of confidential documents. The vendor is to provide 7 locking 95 gallon shredding bins and 4 locking 64 gallon shredding bins to the agency at the beginning of the contract; remove five (5) bins on a set day at a set time in the morning each week from a collection point at Buildings 4 in Quakerbridge Plaza, Mercerville, New Jersey; shred material on-site; and dispose of all shredded materials.

The vendor must be NAID certified and provide proof of continued certification status. The vendor must provide a Certificate of Destruction with each invoice, be Gramm Leach-Bliley and FACTA compliant; and be bonded and insured.

All bids shall include a brief description of the vendor's shredding process; the cost for services listed above; the cost for shredding additional bins of documents upon request; and the forms required by the Information Sheet and Checklist for Waivers and Delegated Purchasing Authority (DPA) Transactions found at:

<https://www.nj.gov/treasury/purchase/forms/Waiver%20and%20DPA%20Contract%20Checklist.pdf>.

Additionally, pursuant to Governor Murphy's Executive Order 271 (EO 271) a covered contractor must certify that it has a policy in place that: (1) requires all covered workers to provide adequate proof, in accordance with EO 271, to the covered contractor that the covered workers have been fully vaccinated; or (2) requires that unvaccinated workers submit to COVID-19 screening testing at minimum one to two times weekly until such time as the covered worker is fully vaccinated; and (3) the covered contractor has a policy for tracking COVID-19 screening results as required by EO 271 and must report the results to local public health departments. The requirements of EO 271 apply to all covered contractors and subcontractors at any tier providing services through which covered workers have access to State property. The certification form is available at:

<https://nj.gov/treasury/purchase/forms/EO271Certification.pdf>

Any agreement entered into as a result of this Request for Quotations shall be subject to the New Jersey Standard Terms & Conditions found at:

<https://www.state.nj.us/treasury/purchase/forms/StandardTermsandConditions.pdf>

and shall be subject to temporary suspension of services in the event of a shut-down of New Jersey State offices.

The term of this contract will be for three years, January 1, 2022 through December 31, 2024.

Submit bids to:
Roseann Sorrentino
rsorrentino@hesaa.org
609-588-7121

All bids must be received by **4:00 pm** on **November 23, 2021**.