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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Procurement

Memorandum OSP 15-12

Date: June 16, 2015

To: Secretaries, Undersecretaries, Agency Purchasing Staff, All P-Card Holders, and Higher Ed Institutions

From: Paul A. Holmes, Director *P.A.H.*
Office of State Procurement

Re: Secure Document Destruction, Tiger Shredding, LLC, #409950 and #400005875

Effective immediately, the sole statewide contract for secure document destruction and shredding services made available through the Office of State Procurement is with Tiger Shredding and Recycling, LLC. This contract was competitively bid with the intent to make its use mandatory. Therefore, the State is committed to purchasing all of its needs from this contract and Tiger Shredding is required to furnish the services at the contract prices. The only exceptions to mandatory use are where similar services are purchased within the provisions of Revised Statutes 38:2261, 39:1594(I)(1) and 39:1604.4; where the contract cannot meet an agency's needs; or where an agency-term contract already exists. Contract information is available at the following web address:

https://wwwprdl.doa.louisiana.gov/OSP/LaPAC/eCat/dsp_ContractDetail.cfm?Contract=409950
https://wwwprdl.doa.louisiana.gov/OSP/LaPAC/eCat/dsp_LagovContractDetail.cfm?Contract=4400005875

If the contract cannot meet an agency's document shredding or destruction needs, the agency must submit a letter of justification to the Office of State Procurement for approval to bypass the contract.

Media shredding available under the contract has been reviewed and approved by the Office of Technology Services for compliance with its Data Sanitization Policy (OTS IT POL 1-04 and IT STD 1-17). Agencies remain responsible for operational procedures to ensure media inventory and logging processes are followed. The OTS Information Security Policy can be found at the following web address:

http://doa.louisiana.gov/ots/infosec/ots_info_security.htm

Questions regarding this memorandum or additional assistance regarding the contract should be directed to Heather Thode at heather.thode@la.gov or 225-342-8048.