



Department of Transformation and Shared Services
Governor Sarah Huckabee Sanders
Secretary Leslie Fiskens
Director Edward Armstrong

S000000168: SHREDDING SERVICES

Contract Overview

Current Effective Dates: October 1, 2022 through September 30, 2023 Potential Final Expiration Date: September 30, 2029	
Contract Administrator	TSS Office of State Procurement Julia Shackelford Phone: 501-371-6079 Email: julia.shackelford@arkansas.gov
Mandatory Status	Non-Mandatory
Certified Minority Vendor Status	No
AASIS Outline Agreement Number and ARBuy MBPO Number	4600051714/P000000378
Vendor Information	
Rock Doc, LLC dba Rock Solid Shredding	Jeff Ward, CEO Phone: 501-940-9900 or 501-779-2234 Email: jeffward@rocksolidshredding.com Website: On-Site Shredding Made Easy Rock Solid Shredding

SCOPE OF THE CONTRACT: This is a non-mandatory contract to provide on-site shredding services throughout the State of Arkansas.

PERMISSIVE USERS: All eligible purchasers within the State of Arkansas including State agencies, educational institutions, local public procurement units, and political subdivisions are authorized to utilize the commodities and services offered under the terms and conditions of the contract.

AGENCY INSTRUCTIONS

1. Reference contract 4600051714 on all Purchase Orders.
2. Remove all documents from file cabinets and place in shredding containers.
3. If the purchases for services are expected to exceed the \$50,000 (in any contract year) threshold required for legislative review, State Agencies must create an Outline Agreement (OA) in AASIS referencing the OA # 4600051714.

- 4. State Agencies are responsible for obtaining the necessary reviews and approvals for all Outline Agreements, including, but not limited to, legislative review, reporting, and for entry into the TGS/PCS Portal.
- 5. If the Agency does not use AASIS as their purchasing system, use the Agency's standard operating procedure for creating Purchase Orders.

TGS/PCS Portal	
≥ \$25,000 to < \$50,000	Reported
≥ \$50,000	Reviewed