

EMPLOYMENT DEVELOPMENT SERVICES, INC

"Opportunities at Work"

P O Box 15447

Baton Rouge, LA 70895-5447

Phone: 225-272-1717 Fax: 225-272-7771

www.edsla.com

April 6, 2015

Sally McKechnie
 Director of Procurement and Property Management
 Louisiana State University
 213 Thomas Boyd Hall
 Baton Rouge, LA

(Renewal memo for Fiscal 2015-2016)

FAX: 225-578-2292

RE: Shredding- LSU- Various Departments

Dear Ms. McKechnie:

EDS establishes the work project described below as part of the **Louisiana State Use Program**. This is as authorized by R.S. 39:1594; 39:1595.4 and R.S. 38:2261.

EDS is Louisiana's Central Non-Profit Agency (CNA) designated by the State Use Council, representing all certified work centers in Louisiana. As such, EDS does not perform the services described below but serves as an agent for a disclosed principal and designates the performing work center for each work project such as the one designated in this memo. EDS is the sole negotiator with state use customers and will allocate the work projects to the work centers. It will help facilitate any required additional contract documents but the designated work center shall be named as the sole contracting party.

All purchase orders should be issued directly to EDS. Please issue purchase order to: Employment Development Services, Inc., P O Box 15447, Baton Rouge, LA 70895-5447. IRS and state vendor # is 72-1104540.

All payments should be sent to EDS at P O Box 15447, Baton Rouge, LA 70895-5447.

Location Name: **LSU**Address: **Various Locations on LSU Campus, Baton Rouge**Contact: **Sally McKechnie Phone: 225-578-2176 Email: smckechnie@lsu.edu****Date of Contract: From: 7-1-2015****To: 6-30-2016**

Service: Document Shredding Service per attached specifications. Work Center to provide all labor, equipment, and supplies. Customer to provide a minimum of 20 boxes or 4 – 95 gallon containers each pick-up or pay a \$ 26.63 minimum service fee. It is further agreed by LSU and VOA that VOA shall be the sole owner of the paper once said paper is delivered for destruction and that as sole owner the paper shall be fully destroyed and irretrievable.

Cost: Banker's Box/30 lbs \$ 3.20 per box**Standard Letter/40 lbs \$ 4.26 per box****Legal Box/50 lbs \$ 5.33 per box****65-Gallon Container \$17.04 per container****95-Gallon Container \$ 21.30 per container****Minimum of 20 boxes or 4 – 95 gallon containers per pick-up to avoid \$ 26.63 minimum charge.****EDS will invoice per boxes and/or containers and LSU Departments as provided by the Work Center.**

NOTE: Shredding Service is available to any and all LSU departments to use as needed. Simply call the VOA contact with your department billing information to schedule pick up.

Performing (contracting) work center: **Volunteers of America (VOA)**Contact: **Tracey Gibson Phone: 925-2372 x 209**

EDS is proud of the professional performance and quality of work provided by the above certified work center. We appreciate your support. Thank you.

Cordially,

Jan Fugler

Jan Fugler
 Executive Director
 800-927-1610