



## WHERE TO FIND

<a href="#">Information on NASPO</a> .....	3
<a href="#">Participating Jurisdictions</a> .....	4
<a href="#">Points of Contact</a> .....	4-5
<a href="#">Nonprofit, Contractors, Vendor Codes, Compliance, PCard</a> .....	5-6
<a href="#">Purchase Orders, GET, Payments, Lease Agreements</a> .....	6
<a href="#">Vendor and Product Evaluation, Purpose, Definitions</a> .....	6-7
Scope of Work	
<a href="#">Contract Goal</a> .....	7
<a href="#">Description</a> .....	7
<a href="#">Project Requirements</a>	
<a href="#">On-Site Shredding</a> .....	7-8
<a href="#">Off-Site Shredding</a> .....	8-9
<a href="#">Electronic Media</a> .....	9
<a href="#">Confidential Shredding</a> .....	9-10
<a href="#">Contractor Responsibility</a> .....	10-12
<a href="#">Agency Responsibility</a> .....	12
<a href="#">Containers/Bins</a> .....	12-13
<a href="#">Security</a> .....	13
<a href="#">Federal Tax Information (FTI) Destruction and Disposal Requirements</a> .....	13-14
<a href="#">Agency Instructions</a> .....	14
Contractor's Information	
<a href="#">Stericycle Inc.</a> .....	16
<a href="#">Oahu</a> .....	17
<a href="#">Maui</a> .....	18
<a href="#">Hawaii</a> .....	19
<a href="#">Kauai</a> .....	20

**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

**SPO Price List Contract No. 22-15**  
Effective: 06/01/2022

***THIS CONTRACT IS FOR AUTHORIZED BUSINESS USE ONLY***

**DOCUMENT SHREDDING AND RELATED SERVICES**

(RFP No. 22001)

**June 1, 2022 to May 31, 2024**

**PARTICIPATING JURISDICTIONS** listed below have signed a cooperative agreement with the SPO and are authorized to utilize this price list contract.

Executive Departments/Agencies	City and County of Honolulu
Department of Education	Honolulu City Council
Hawaii Health Systems Corporation	Honolulu Board of Water Supply
Office of Hawaiian Affairs	Honolulu Authority for Rapid Transportation
University of Hawaii	County of Hawaii
Public Charter School Commission and Schools	Hawaii County Council
House of Representatives	County of Hawaii – Department of Water Supply
Senate	County of Maui
Judiciary	Maui County Council
	County of Maui – Department of Water Supply
	County of Kauai
	Kauai County Council
	County of Kauai – Department of Water

The participating jurisdictions are not required but may purchase from this price list contract, and requests for exception from the contract are not required. Participating jurisdictions can purchase from other contractors; however, HRS chapter 103D, and the procurement rules apply to purchases by using the applicable method of procurement and its procedures, such as small purchases or competitive sealed bidding. The decision to use this contract or to solicit pricing from other sources is at the discretion of the participating jurisdiction.

**POINT OF CONTACT.** Questions regarding the products listed, ordering, pricing and status should be directed to the contractor(s).

Procurement questions or concerns may be directed as follows:

Jurisdiction	Name	Telephone	Fax	E-mail
Executive	Matthew Chow	586-0577	586-0570	<a href="mailto:matthew.m.chow@hawaii.gov">matthew.m.chow@hawaii.gov</a>
DOE	Procurement Staff	675-0130	675-0133	<a href="mailto:G-OFS-DOE-Procurement@k12.hi.us">G-OFS-DOE-Procurement@k12.hi.us</a>
HHSC	Nancy Delima	359-0994		<a href="mailto:ndelima@hhsc.org">ndelima@hhsc.org</a>
OHA	Christopher Stanley	594-1833	594-1865	<a href="mailto:chriss@oha.org">chriss@oha.org</a>
UH	Karlee Hisashima	956-8687	956-2093	<a href="mailto:karlee@hawaii.edu">karlee@hawaii.edu</a>

Jurisdiction	Name	Telephone	Fax	E-mail
Public Charter School Commission and Schools	Danny Vasconcellos	586-3775	586-3776	<a href="mailto:danny.vasconcellos@spsc.hawaii.gov">danny.vasconcellos@spsc.hawaii.gov</a>
House	Brian Takeshita	586-6423	586-6401	<a href="mailto:takeshita@capitol.hawaii.gov">takeshita@capitol.hawaii.gov</a>
Senate	Carol Taniguchi	586-6720	586-6719	<a href="mailto:c.taniguchi@capitol.hawaii.gov">c.taniguchi@capitol.hawaii.gov</a>
Judiciary	Tritia Cruz	538-5805	538-5802	<a href="mailto:tritia.l.cruz@courts.hawaii.gov">tritia.l.cruz@courts.hawaii.gov</a>
C&C of Honolulu	Procurement Specialist	768-5535	768-3299	<a href="mailto:bfpurchasing@honolulu.gov">bfpurchasing@honolulu.gov</a>
Honolulu City Council	Kendall Amazaki, Jr. Nanette Saito	768-5084 768-5085	768-5011	<a href="mailto:kamazaki@honolulu.gov">kamazaki@honolulu.gov</a> <a href="mailto:nsaito@honolulu.gov">nsaito@honolulu.gov</a>
Honolulu Board of Water Supply	Procurement Office	748-5071		<a href="mailto:fn_procurement@hbws.org">fn_procurement@hbws.org</a>
HART	Dean Matro	768-6246		<a href="mailto:dean.matro@honolulu.gov">dean.matro@honolulu.gov</a>
County of Hawaii	Diane Nakagawa	961-8440		<a href="mailto:diane.nakagawa@hawaiiicounty.gov">diane.nakagawa@hawaiiicounty.gov</a>
Hawaii County Council	Diane Nakagawa	961-8440		<a href="mailto:diane.nakagawa@hawaiiicounty.gov">diane.nakagawa@hawaiiicounty.gov</a>
County of Hawaii- Department of Water Supply	Ka'iulani L. Matsumoto	961-8050 x224	961-8657	<a href="mailto:kmatsumoto@hawaii.dws.org">kmatsumoto@hawaii.dws.org</a>
County of Maui	Jared Masuda	463-3816		<a href="mailto:jared.masuda@co.maui.hi.us">jared.masuda@co.maui.hi.us</a>
Maui County Council	Marlene Rebugio	270-7838		<a href="mailto:marlene.rebugio@mauicounty.us">marlene.rebugio@mauicounty.us</a>
County of Maui- Department of Water Supply	Kenneth L. Bissen	270-7684	270-7136	<a href="mailto:ken.bissen@co.maui.hi.us">ken.bissen@co.maui.hi.us</a>
County of Kauai	Ernest Barreira	241-4295	241-6297	<a href="mailto:ebarreira@kauai.gov">ebarreira@kauai.gov</a>
Kauai County Council	Codie Tabalba Scott Sato	241-4193 241-4810	241-6349 241-6349	<a href="mailto:ctabalba@kauai.gov">ctabalba@kauai.gov</a> <a href="mailto:ssato@kauai.gov">ssato@kauai.gov</a>
County of Kauai- Department of Water	Marcelino Soliz	245-5470	241-5813	<a href="mailto:msoliz@kauaiwater.org">msoliz@kauaiwater.org</a>

**USE OF PRICE & VENDOR LIST CONTRACTS BY NONPROFIT ORGANIZATIONS.** Pursuant to HRS §103D-804, nonprofit organizations with current purchase of service contracts (HRS chapter 103F) have been invited to participate in the SPO price & vendor lists contracts.

A listing of these nonprofit organizations is available at the SPO website: <http://spo.hawaii.gov>. Click on *For Vendors > Non-Profits > Cooperative Purchasing Program > View the list of qualifying nonprofits eligible to participate in cooperative purchasing.*

If a nonprofit wish to purchase from a SPO price or vendor list contract, the nonprofit must obtain approval from each Contractor, i.e., participation must be mutually agreed upon. A Contractor may choose to deny participation by a nonprofit. Provided, however, if a nonprofit and Contractor mutually agree to this arrangement, it is understood that the nonprofit will retain its right to purchase from other than a SPO price or vendor list Contractor(s).

**CONTRACTORS.** The authorized contractors are listed in this price list contract. They have signed a Master Agreement with the State of California and a Participating Addendum with the Hawaii State Procurement Office.

- Stericycle, Inc

**VENDOR CODES** for annotation on purchase orders are obtainable from the *Alphabetical Vendor Edit Table* available at your department's fiscal office. Agencies are cautioned that the remittance

address on an invoice may be different from the address of the vendor code annotated on the purchase order.

**COMPLIANCE PURSUANT TO HRS §103D-310(c).** Prior to awarding this contract, the SPO verified compliance of the Contractor(s) named in the SPO Price List Contract No. 22-15. *No further compliance verification is required prior to issuing a contract, purchase order, or pCard payment when utilizing this contract.*

**COMPLIANCE PURSUANT TO HRS §103-53.** All state and county contracting officer or agent shall withhold final payment of a contract until the receipt of tax clearances from the director of taxation and Internal Revenue Service. This section does not apply to contracts of less than \$25,000.

**PURCHASING CARD (pCard).** The State of Hawaii Purchasing Card (pCard) is required to be used by the Executive departments/agencies, excluding DOE, HHSC, OHA and UH for orders totaling less than \$2,500. For purchases of \$2,500 or more, agencies may use the pCard, subject to its credit limit, or issue a purchase order.

**PURCHASE ORDERS** may be issued for purchases \$2,500 or more, and for Contractors who either do not accept the pCard, set minimum order requirements before accepting the pCard for payment, or charge its customers a transaction fee for the usage.

**SPO PRICE LIST CONTRACT NO. 22-15** shall be typed on purchase orders issued against this price list contract. For pCard purchases, the SPO Price List Contract No. 22-15 shall be notated on the appropriate transaction document.

**STATE GENERAL EXCISE TAX (GET) AND COUNTY SURCHARGE** shall not exceed the following rates if the seller elects to pass on the charges to its customers. The GET is not applied to shipping or delivery charges.

County	County Surcharge Tax Rate	State GET	Max Pass-On Tax Rate	Expiration of Surcharge Tax Rate
C&C of Honolulu	0.50%	4.0%	4.7120%	12/31/2030
Hawaii	0.50%	4.0%	4.7120%	12/31/2030
County of Maui (including Molokai & Lanai)	0.0%	4.0%	4.1666%	No county surcharge
Kauai	0.50%	4.0%	4.7120%	12/31/2030

The GET or use tax and county surcharge may be added to the invoice as a separate line item and shall not exceed the current max pass-on tax rate(s) for each island.

County surcharges on State General Excise (GE) tax or Use Tax may be visibly passed on but are not required. For more information on county surcharges and the max pass-on tax rate, please visit the Department of Taxation’s website at <http://tax.hawaii.gov/geninfo/countysurcharge>.

**PAYMENTS** are to be made to the Contractor(s) remittance address. HRS §103-10 provides that the State shall have thirty (30) calendar days after receipt of invoice or satisfactory completion of contract to make payment. Payments may also be made via pCard.

**LEASE AGREEMENTS** are not allowed under this contract.

**VENDOR AND PRODUCT EVALUATION** form, SPO-012, for the purpose of addressing concerns on this vendor list contract, is available to agencies at the SPO website: <http://spo.hawaii.gov>. Click on *Forms* on the home page.

**PRICE OR VENDOR LIST CONTRACT AVAILABLE ON THE INTERNET** at the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* on the home page.

**PURPOSE.** On-site and off-site document shredding services. The purpose is to establish a contract with one or more qualified Contractor(s) per island to provide document shredding services for all participating agencies in accordance with HRS §487R-2. Contractor shall be able to shred, incinerate, disintegrate, or otherwise destroy any type of paper item (white and/or NCR/color paper), microfilm, microfiche, x-rays, computer disks, hard drives, CDs, VHS tapes, audiocassettes and other storage media that cannot be read or reconstructed.

## **DEFINITIONS**

- **Bin or Container** means a secured box that requires a key or combination to open and retrieve the confidential document.
- **Confidential Document** means any document that contains confidential information, including material such as paper (white and or NCR/color paper) microfilm, microfiche, x-rays, computer disks, computer tape, CDs, VHS tapes, audiocassettes, and other storage media that is placed in the bin or container.
- **Cross Cut Shredding** uses vertical and horizontal blades to cut paper into tiny square or diamond pieces.
- **Destruction** means the shredded material remains that are recycled and should be disposed in the U.S.A.
- **Fixed-price basis** means an established price agreed upon by the Contractor and Purchasing Entity, by agreement or by authority, as the price to be charged for a specified number of services.
- **Mobile Shredding Truck** means a vehicle designed for on-site shredding that is equipped with an on-board industrial shredder and high-volume capacity that can be sent to the agency location to allow for personal witnessing of shredding.
- **Off-site** means documents and electronic media will be picked up from the agency's location and securely transported by the Contractor to the Contractor's facility for shredding and destruction.
- **On-site** means documents and electronic media will be picked up from the agency and secured by Contractor in its Mobile Shredding Truck for shredding and destruction at the agency's location.
- **Particle Cut Shredding** utilizes fine-toothed blades to grind paper down into thousands of tiny particles. It is also known as micro cut shredding.
- **Personal Information** means an individual's first name or first initial and last name in combination with any one or more of the following data elements, when either the name or the data elements are not encrypted: (1) Social Security Number (2)

Driver's license number or Hawaii identification card number or (3) account number, credit or debit card number, access code, or password that would permit access to an individual's financial account.

- **Pierce and Tear Shredding** uses multiple rotating blades to pierce and rip apart paper and is ideal for destroying large amounts of documents at once.
- **Secure Container** means a bin, cart, console, or other enclosed box used to temporarily store Confidential Documents that has a lock and is tamper-proof to ensure safekeeping of sensitive information.
- **Services** means the furnishing of labor, time, or effort by a contractor or Contractor, which involves the delivery or supply of products.
- **Shred** means Cross Cut Shredding, Particle-Cut Shredding, Pierce and Tear Shredding or similar process that meets or exceeds the secure shredding requirements for confidential documents.
- **Sustainability** means (1) respect of the culture, character, beauty and history of the STATE's island communities; (2) Striking a balance between economic, social, community and environmental priorities; and (3) meeting the needs of the present without compromising the ability of future generations to meet their own needs ([https://www.capitol.hawaii.gov/hrscurrent/Vol04\\_Ch0201-0257/HRS0226/HRS\\_0226-0108.htm](https://www.capitol.hawaii.gov/hrscurrent/Vol04_Ch0201-0257/HRS0226/HRS_0226-0108.htm)).

## SCOPE OF WORK

Contractor shall provide services to shred, incinerate, disintegrate, or otherwise destroy any type of paper items (white and/or NCR/color paper), microfilm, microfiche, x-rays, computer tape, CDs, VHA tapes, audio cassettes, computer hard drives and other storage media.

### A. Contract Goal

The goal of this contract is to provide document and/or electronic media destruction services on-site and/or off-site for State agencies, in accordance with the provisions and requirements stated herein and any applicable federal, state, or local laws and regulations, including but not limited to Hawaii Revised Statutes (HRS) §487R pertaining to *Destruction of Personal Information Records*. For purposes of this contract, the term "record(s)" shall be used to define any item(s) to be destroyed.

### B. Description

Contractor shall be able to shred, incinerate, disintegrate, or otherwise destroy any type of paper items (white and/or NCR/color paper), microfilm, microfiche, x-rays, computer disks, computer tape, CDs, VHS tapes, audiocassettes, and other storage media.

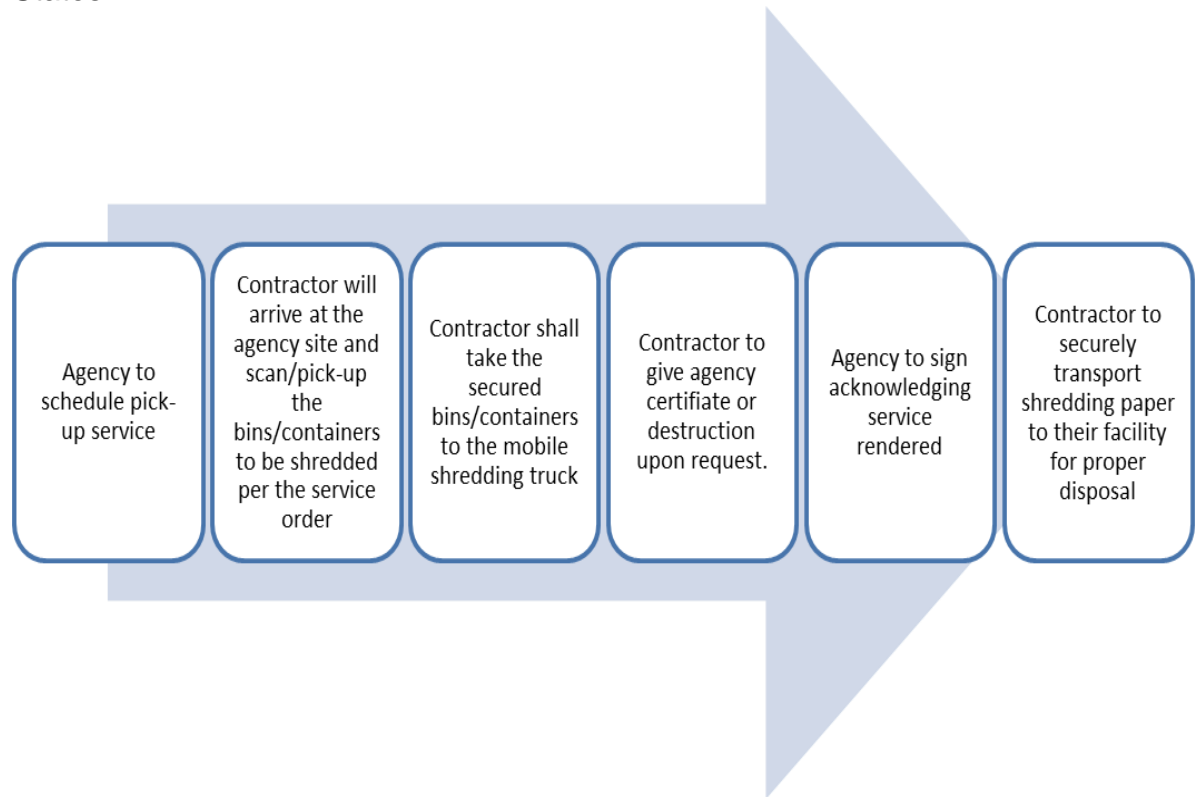
**C. Project Requirements**

On-Site Shredding

The Contractor shall collect all secured containers and shred materials on-site, as requested by the agency. The shredding is to be completed in a mobile shredding truck to handle the agency’s most secure material. Agency personnel can witness the shredding process if requested. The agency shall receive a Certificate of Destruction if requested.

Contractor providing on-site shredding shall only use Cross Cut Shredding, Particle-Cut Shredding, Pierce and Tear Shredding or similar process that meets or exceeds the secure shredding requirements for confidential documents.

After the material is shredded, the Contractor shall incinerate all materials or have the materials recycled at a recycling facility located in the United States.



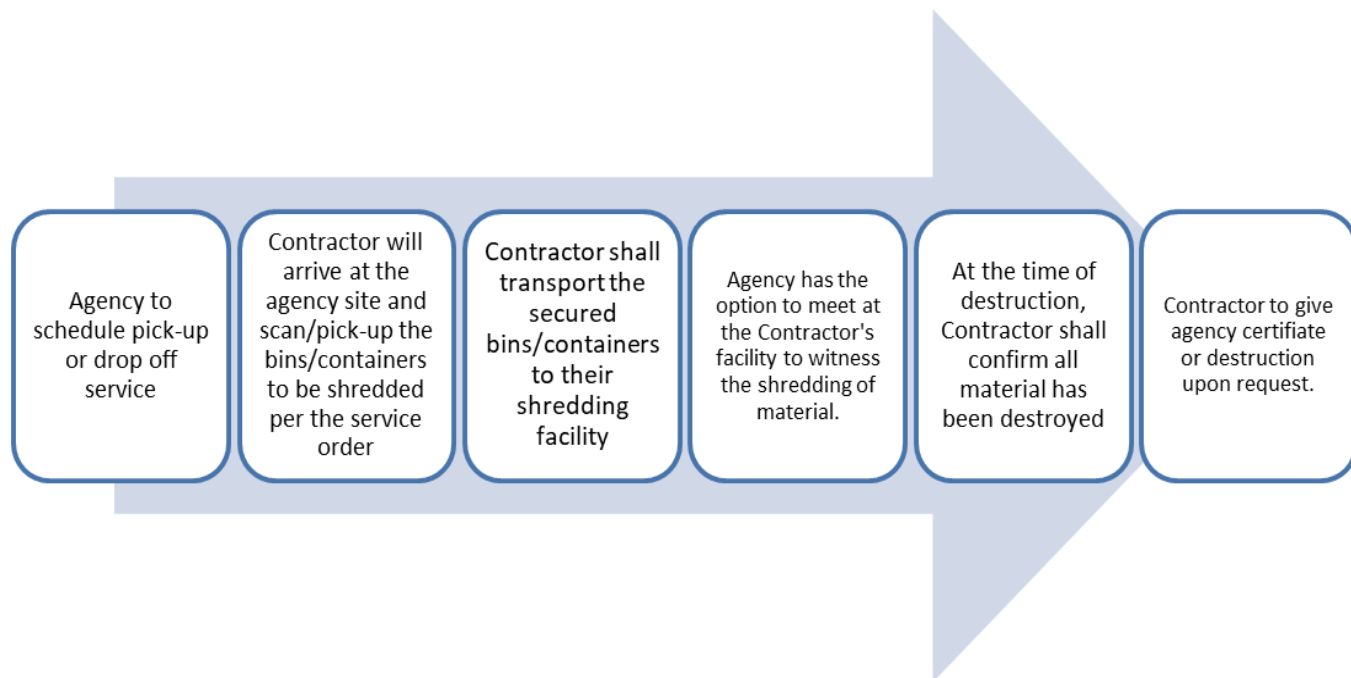
Off-Site Shredding

Contractor shall pick up documents and/or electronic media at the agency’s location and return the secured documents to the Contractor’s facility for shredding/destruction. Agency personnel can witness the off-



site shredding process at the Contractor's facility if requested. The agency shall receive a Certificate of Destruction if requested.

Contractor providing off-site shredding shall only use Cross Cut Shredding, Particle-Cut Shredding, Pierce and Tear Shredding or similar process that meets or exceeds the secure shredding requirements for confidential documents. After the material is shredded, the Contractor should incinerate all materials or have the materials recycled at a recycling facility located in the United States.



### Electronic Media

The destruction of electronic media includes floppy disks, VHS, CD's, DVDs, Optical Disks, Microfilm, Microfiche, X-rays, and audio cassette. This does not include computer hard drives, computers, laptops, tablets, mobile phones, or any other electronic media not listed in this section. Contractor shall securely transport electronic media to the Contractor's facility for destruction. The agency shall receive a Certificate of Media Destruction if requested.

Contractor shall pick-up electronic media from the agency's location. All electronic media containing any information shall be disintegrated to a point of an un-reconstructable format. Clearing data or deleting files from electronic media shall not be acceptable. After the disintegration, Contractor shall comply with all State, Federal, security, privacy, environmental and hazardous waste laws. To the maximum extent possible, the Contractor shall transport and recycle raw plastics and metals for re-use where applicable in the United States. Agencies may have mixed loads of

electronic media for pick-up. The Contractor shall not charge for the segregation of eligible and non-eligible electronic waste recycling.

### Confidential Shredding

Contractors shall maintain confidentiality in accordance with industry standards and in compliance at the federal level with current regulations of the Health Insurance Portability and Accountability Act (HIPAA). Contractors are expected to adhere to the same standards as the State agency as to Protected Health Information (PHI) and the Financial Modernization Act of 1999, also known as the Gramm-Leach-Bliley Act or GLB Act, which includes provisions to protect personal financial information in addition to all other federal, state, and local laws.

Confidentiality of all information is required. Contractors and all personnel shall not inspect, view, peruse, copy, or examine any confidential material or documents designated for shredding or disposal. In addition, Contractors and all personnel will not otherwise disclose, release, or communicate any confidential information to any third person, individual, organization or entity not employed by the State agency. Should any violation or breach of this provision occur, such will constitute cause for immediate termination of the contract.

Therefore, the Contractor shall agree and understand that either of the following may be required, however, the determination of what is required shall rest solely on the agency.

- A. Contractor personnel designated to work with confidential records shall be required to sign a statement of confidentiality guaranteeing non-disclosure of information prior to performing any work described in the resulting term contract. The confidentiality statement shall be designed, implemented, and maintained by the Contractor and shall be submitted to the State of Hawaii.
- B. An agency representative may witness the destruction of all confidential records and media destruction on-site or off-site at the Contractor's facility.

The Contractor is responsible for conducting annual Federal and State security background checks for personnel assigned to the contract. Personnel shall sign a statement of confidentiality guaranteeing non-disclosure of information prior to performing any work on this contract. A copy of both the background checks and statement of confidentiality must be placed in the employee's personnel file and made available to any requesting agency for review. The confidentiality statement shall be designed, implemented, and maintained by the Contractor.

## Contractor Responsibility

The Contractor shall furnish all material, labor, vehicles, equipment, and supplies necessary to perform the services required herein.

Contractors will allow either scheduled pick-up, on-call service, or on an as-needed basis. Agencies shall specify whether they prefer scheduled or on-call service. Those agencies that only need service on an as-needed basis shall notify the Contractor when service is needed. Agencies using the scheduled pick-up option shall note what type of service plan they require. Agencies have the option to change their service plan within five (5) business days before their scheduled pick-up.

The Contractor shall review each order and detailed specifications of the services required. Since each agency may require different needs, the Contractor shall comply with all the information provided by the agency. If the Contractor is not clear with the agency purchase order and/or specifications, the Contractor shall contact the agency for clarification. The agency may contact the awarded Contractor to discuss the service required by their agency.

If requested by the agency, the Contractor shall allow an agency representative to witness the shredding process.

Contractors handling confidential information are recommended to have an International Organization for Standardization (ISO) and provide a copy of the National Association for Information Destruction (NAID) or ISO 9001 certification with their proposal. The NAID or ISO certified companies operate under a strict code of ethics and the NAID and ISO conduct frequent paper and other media confidential destruction service audits to ensure that certified members comply with the privacy, security and compliance issues involved in conducting business in today's environment.

The Contractor shall perform all services to the sole satisfaction of the agency as specified herein. The Contractor shall understand that an agency representative may, at any time throughout the contract, accompany the Contractor during the collection, hauling and shredding being conducted by the Contractor. The Contractor shall not restrict in any way or limit the agency's right or ability to oversee shredding of the agency's confidential documents provided by the Contractor.

The Contractor shall perform services during normal State working hours from 7:45 am to 4:30 pm, Monday through Friday, excluding official state holidays.

The Contractor shall handle and transport all documents and/or electronic media in secured, covered containers to ensure that no records are lost or mislaid.

The Contractor shall load and unload all documents and/or electronic media without assistance from any agency personnel.

The Contractor's personnel shall wear a photo identification badge, which reflects the Contractor's company name.

#### Agency Responsibility

The agency shall provide the Contractor detailed specifications of the services they require. The agency shall contact the awarded Contractor to discuss the service required by their agency and establish the services needed.

The agency shall be responsible for any damage to the containers, including overfilling which can result in damage to the containers/bins. In addition, the Contractor may charge additional fees for overfilling. If damaged, the Contractor may charge for the replacement or repair the container.

The agency representative shall advise if there is a need to witness the shredding process of documents or electronic media destruction.

Agency may visit the Contractor's facility prior to making a decision on which Contractor they choose to use for shredding services or electronic media destruction. The agency shall contact the Contractor to set-up a scheduled visit.

The agency may make scheduled visits to the Contractor's facility during business hours. It is the agency's responsibility to be familiar with the business hours of the Contractor.

## Containers/Bins

Contractor may supply the requesting agency with security container(s) with no visible damages as needed at no cost to the agency. The Contractor shall place each container in the location requested by the agency, provided the placement is in accordance with applicable fire codes. Agency will have the option to choose the type and size of the container needed. Containers must have either a top slot or side slot near the top designed to prevent theft of materials by reaching in. Containers must also have a tamper-evident locking system and be made of the fire-resistant material.

The Contractor shall supply the agency a key to all containers. In the event an agency loses the key(s), the Contractor may charge for replacement of the key(s).

All containers in a hospital facility should be according to the Fire Marshal's regulations and be HIPAA compliant. Contractors must be aware of these regulations and supply the agency with the appropriate containers.

The Contractor shall retain ownership of the containers. The Contractor shall agree that the agency shall not be responsible for any liability incurred by the Contractor or the Contractor's personnel arising out of the possession, use, maintenance, delivery, return, and/or collection from containers provided by the Contractor.

The Contractor may charge the agency for any damages or repairs to the containers. Damages must be documented to verify any costs for repairs or replacement.

## Security

Contractor must adhere to established security and/or property entrance policies and procedures established for each requesting agency. It is the responsibility of each Contractor to understand and adhere to those policies and procedures prior to any attempt to enter the premises.

The Agency retains the right to request any additional information pertaining to the ability, qualifications, and procedures used to accomplish all work under this contract, as it deems necessary to ensure that services are provided in a satisfactory manner.

## Federal Tax Information (FTI) Destruction and Disposal Requirements

The Contractor shall follow all guidelines and procedures in the IRS Publication 1075 relating to but not limited to Destruction and Disposal, FTI in transit, Media Sanitization, and Exhibit 7 Safeguarding Contract

Language, Contract Language for General Services. The Publication can be found at <https://www.irs.gov/pub/irs-pdf/p1075.pdf>.

### **AGENCY INSTRUCTIONS**

Agency shall complete the Uniform Request for Quotes (<http://spo.hawaii.gov/wp-content/uploads/2022/05/Price-List-22-15-UNIFORM-REQUEST-FOR-QUOTES-06-01-2022-1.docx>) for the islands of Oahu, Maui, Hawaii or Kauai.

# **CONTRACTOR INFORMATION**

# STERICYCLE INC

## Sales Contact:

Matthew Save (808) 590-7898  
[Matthew.Save@Stericycle.com](mailto:Matthew.Save@Stericycle.com)  
Territory Manager, Hawaiian Islands  
106 Pu'uhale Road Honolulu HI 96819

## Remit Payment:

Stericycle Inc  
28883 Network Place  
Chicago, IL 60673-1288  
Vendor Code: 36099200

For all questions relating to price or service, please contact Stericycle Inc sales contact.

## Figures

Figure A



Mini Console  
31 Gallon  
26"H x 20<sup>1</sup>/<sub>4</sub>"W x 19<sup>3</sup>/<sub>2</sub>"D  
Floor space: 397.4 ft<sup>2</sup>

Figure B



Standard Console  
32 Gallon  
36"H x 20<sup>1</sup>/<sub>2</sub>"W x 16"D  
Floor space: 328 ft<sup>2</sup>

Figure C



65 Gallon Tote  
with High Security Lid  
46"H x 24<sup>1</sup>/<sub>2</sub>"W x 27<sup>1</sup>/<sub>2</sub>"D  
Floor space: 673.75 in



<b>OAHU</b>		
<b>Services</b>	<b>On Site</b>	<b>Off Site</b>
32-gallon Standard Console (Figure B)	\$97.50	\$97.50
31-gallon Mini Console (Figure A)	\$97.50	\$97.50
65-gallon Tote (Figure C)	\$110.50	\$110.50
Additional Second Console (Standard or Mini), each	\$20.00	\$20.00
Additional Second 65-gallon Tote, each	\$30.00	\$30.00
<b>Storage Box</b> (10x12x15 - 35 lbs) with scheduled service, in addition to consoles/totes	\$11.21	\$11.21
<b>Other Media</b> (Storage Box 10x12x15 - 35 lbs – mixed)  Compact Disk, Computer Tapes, microfilm, microfische, credit cards, floppy disks, and misc media items combined (does NOT include hard drives).	\$40.00	\$40.00
<b>Hard Drive</b>	\$30.00	\$30.00
<p>Price is per-service charge. Same discount applies to all frequencies from daily to once a month.</p> <p>All services begin at the 32-gal Standard console or 31-gal Mini console level (2-3 10"x12"x15" storage boxes' worth). Individual boxes may occur in addition to this and can be accommodated as Extra Material (\$11.21 per 10x12x15 storage box) at the time of scheduled pickup of the console.</p> <p>Any State of Hawaii office/department can set the term of the agreement to 12, 24, 36, 48, or 60-month (standard).</p>		

<b>MAUI</b>		
<b>Services</b>	<b>On Site</b>	<b>Off Site</b>
32-gallon Standard Console (Figure B)	\$97.50	\$97.50
31-gallon Mini Console (Figure A)	\$97.50	\$97.50
65-gallon Tote (Figure C)	\$110.50	\$110.50
Additional Second Console (Standard or Mini), each	\$36.75	\$36.75
Additional Second 65-gallon Tote, each	\$57.75	\$57.75
<b>Storage Box</b> (10x12x15 - 35 lbs) with scheduled service, in addition to consoles/totes	\$11.21	\$11.21
<b>Other Media</b> (Storage Box 10x12x15 - 35 lbs – mixed)  Compact Disk, Computer Tapes, microfilm, microfische, credit cards, floppy disks, and misc media items combined (does NOT include hard drives).	\$40.00	\$40.00
<b>Hard Drive</b>	\$30.00	\$30.00
<p>Price is per-service charge. Same discount applies to all frequencies from daily to once a month.</p> <p>All services begin at the 32-gal Standard console or 31-gal Mini console level (2-3 10"x12"x15" storage boxes' worth). Individual boxes may occur in addition to this and can be accommodated as Extra Material (\$11.21 per 10x12x15 storage box) at the time of scheduled pickup of the console.</p> <p>Any State of Hawaii office/department can set the term of the agreement to 12, 24, 36, 48, or 60-month (standard).</p>		

<b>HAWAII</b>		
<b>Services</b>	<b>On Site</b>	<b>Off Site</b>
32-gallon Standard Console (Figure B)	\$97.50	\$97.50
31-gallon Mini Console (Figure A)	\$97.50	\$97.50
65-gallon Tote (Figure C)	\$110.50	\$110.50
Additional Second Console (Standard or Mini), each	\$36.75	\$36.75
Additional Second 65-gallon Tote, each	\$57.75	\$57.75
<b>Storage Box</b> (10x12x15 - 35 lbs) with scheduled service, in addition to consoles/totes	\$11.21	\$11.21
<b>Other Media</b> (Storage Box 10x12x15 - 35 lbs – mixed)  Compact Disk, Computer Tapes, microfilm, microfische, credit cards, floppy disks, and misc media items combined (does NOT include hard drives).	\$40.00	\$40.00
<b>Hard Drive</b>	\$30.00	\$30.00
<p>Price is per-service charge. Same discount applies to all frequencies from daily to once a month.</p> <p>All services begin at the 32-gal Standard console or 31-gal Mini console level (2-3 10"x12"x15" storage boxes' worth). Individual boxes may occur in addition to this and can be accommodated as Extra Material (\$11.21 per 10x12x15 storage box) at the time of scheduled pickup of the console.</p> <p>Any State of Hawaii office/department can set the term of the agreement to 12, 24, 36, 48, or 60-month (standard).</p>		

<b>KAUAI</b>		
<b>Services</b>	<b>On Site</b>	<b>Off Site</b>
32-gallon Standard Console (Figure B)	\$97.50	\$97.50
31-gallon Mini Console (Figure A)	\$97.50	\$97.50
65-gallon Tote (Figure C)	\$110.50	\$110.50
Additional Second Console (Standard or Mini), each	\$36.75	\$36.75
Additional Second 65-gallon Tote, each	\$57.75	\$57.75
<b>Storage Box</b> (10x12x15 - 35 lbs) with scheduled service, in addition to consoles/totes	\$11.21	\$11.21
<b>Other Media</b> (Storage Box 10x12x15 - 35 lbs – mixed)  Compact Disk, Computer Tapes, microfilm, microfische, credit cards, floppy disks, and misc media items combined (does NOT include hard drives).	\$40.00	\$40.00
<b>Hard Drive</b>	\$30.00	\$30.00
<p>Price is per-service charge. Same discount applies to all frequencies from daily to once a month.</p> <p>All services begin at the 32-gal Standard console or 31-gal Mini console level (2-3 10"x12"x15" storage boxes' worth). Individual boxes may occur in addition to this and can be accommodated as Extra Material (\$11.21 per 10x12x15 storage box) at the time of scheduled pickup of the console.</p> <p>Any State of Hawaii office/department can set the term of the agreement to 12, 24, 36, 48, or 60-month (standard).</p>		