

How to Buy Document Destruction Services ^[1]

This commodity offers a variety of services for off-site or onsite Data Destruction including paper shredding, locking bins, and secure transport, etc. Departments are encouraged to use All American Records Management, Bayaud Enterprises, Inc, Mobile Record, and Shredders, LLC , Inc for their document destruction. Purchasing thresholds limit the purchase of these services to less than \$150,000 per year.

Procurement Options and Procedures

- **\$10,000 or less:** ?Submit a Purchase Requisition through the CU Marketplace.
- **Above \$10,000:** Submit a Non-Catalog form, or Standing Purchase Order Requisition, through the CU Marketplace. SPOs are only used when a unit price cannot be determined. Please feel free to contact Purchasing for guidance.

Supplier Information

All American Records Management/AARM

Contact Information

John M. Actor, Phone: 303.373.5101 or 720.319.5734 jactor@aarmrecords.com [2]

Bayaud Enterprises, Inc.

Contact Information

Susan Williams Robinson Phone: 303.345.5991 or 303.996.669
Susan.Williams@bayaudenterprises.org [3]

Mobile Record Shredders, LLC (UCCS only)

Contact Information

Christie Novak, Phone: 719.544.5460, Christie@mobilerecordshredders.net [4]

Shred-It USA, LLC

Contact Information

Gary Seidel, Phone: 303.916.8727, Gary.Seidel@stericycle.com [5]

Purchasing Agent

Druselle May

- **Email:** Druselle.May@cu.edu [6]

Source URL: <https://www.cu.edu/psc/how-buy-document-destruction-services>

Links

[1] <https://www.cu.edu/psc/how-buy-document-destruction-services> [2] <mailto:jactor@aarmrecords.com>
[3] <mailto:Susan.Williams@bayaudenterprises.org> [4] <mailto:Christie@mobilerecordshredders.net>
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