

Hawaii State Records Center, Records Management Branch, Archives Division
Department of Accounting and General Services
Specifications for Records Destruction by Confidential Shredding

Part I - General Requirements:

Archives Division, Department of Accounting and General Services, is seeking shredding services to shred up to 8,000 cubic foot boxes of confidential non-permanent records stored the State Records Center (SRC), 729B Kakoi Street, Honolulu, Hawaii 96819 in multiple disposals over a 12-month period (June 15 2026- June 14, 2027). Contract may be extended for one year, pending need and availability of funds. Archives Division requires a National Association for Information Destruction (NAID) certified service provider.

To be considered for award of this contract, shredding services vendor must be able to meet the following requirements:

1. Provide a certification of records destruction for each disposal lot.
2. Remove palletized boxes from SRC for off-site shredding;
 - a. Company truck(s) shall be parked next to SRC loading dock in an area as directed by SRC staff;
 - b. Company truck(s) shall not impede traffic in the parking lot adjacent to the SRC loading dock.
4. Provide pallets and shrink wrap to load records to be destroyed offsite.
5. Perform complete destruction of each disposal increment within 72 hours from pick up time from SRC.
6. Provide all physical labor and equipment to remove palletized boxes and destroy the records and records boxes.

Each cubic foot box measures 10" x 12" x 15", contains mixed business records/files, and weighs 42.5 pounds on average.

Part II – Shredding Services

The palletized boxes will be made available on site, at the loading dock of the State Records Center, 729B Kakoi Street, Honolulu, Hawaii 96819. Each increment will consist of at least 400 boxes except for the last pick up. Vendor will be responsible for loading of pallets from dock onto truck(s) using vendor equipment.

SRC staff will coordinate with approved vendor the specific dates and times for the disposal of each increment (described above). All disposals will be scheduled between 8:00 a.m. and 3:00 p.m. on weekdays, excluding State holidays.

Part III - Requirements for Quotation

Provide quotation that reflects cost per box, including taxes and all fees for paper records – up to 8,000 cu. ft. boxes.