RWU Shredding Program

Roger Williams University has a contract with Mansfield Shredding for all shredding services. It includes **one-off pickups** of documents and **shredding consoles**, which are left on campus and emptied at regular intervals. Instructions for requesting shredding services are below. **Please see page 2 for pricing and service details**.

Instructions:

There is a minimum trip charge of $220. Any of the services below can be combined on a given day in order to avoid the minimum charge. There are shredding consoles on-site which are emptied every-other month. If you have a small volume of shredding, the easiest way to avoid the minimum trip charge is to have your documents picked up on the same date the consoles are being serviced. Consoles are serviced on the first week of the following months: January, March, May, July, September, November.

1. **Boxes**
   If you have shredding to be picked up that will be in **boxes**, please contact Purchasing and provide the following information:
   - Number of boxes
   - Size of boxes
   - Exact location where boxes will be picked up
   - A contact person in the department (name, email, phone number)
   - The GL number that should be charged

   Purchasing will work with you to determine the optimal pickup date based on your department's needs and the number of boxes, and will contact the vendor to arrange for pickup.

2. **64-gallon shred bins**

   Before requesting a shred bin, **see page 2 for important pricing information**. If you require a **shred bin**, contact Purchasing and provide the following information:
   - Number of bins
   - Preferred date for bin delivery
   - Exact location where bins should be dropped off
   - Approximate time that bins will be needed
   - A contact person in the department (name, email, phone number)
   - The GL number that should be charged

   Purchasing will contact the vendor to arrange for the delivery of the bin.

3. **Shredding consoles**

   If you would like a shredding console in your department, contact Purchasing and provide the following information:
   - Number of consoles
   - Exact location of consoles
   - When you would like the console delivered
   - A contact person in the department (name, email, phone number)
   - The GL number that should be charged

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Pricing and Service Details

1. **One-off Shredding Services**

    Shredding can be picked up in either **boxes** or **64-gallon purge bins**:

    > **Boxes**: Documents can be put in paper boxes for pickup. Pricing is as follows:

    > > Standard boxes (12x10x15): $5.00/box
    > > File size boxes (12x10x24): $8.00/box

    > **64-gallon bins**: Mansfield Shredding can provide a 64-gallon purge bin for documents. They will deliver the bin and pick it up at a later date. Pricing and details are below:

    > > $100/bin

    > > Although purge bins are an option, it is recommended that boxes be used because they are significantly more cost effective. If empty boxes are not available, inexpensive boxes can be purchased and it will still average less per-box than using the 64-gallon bins.

    > > If you would like a shred bin, the standard time for having the bin on site is two weeks. Notify Mansfield Shredding if additional time will be needed. If not notified, a $10/week extension charge may be assessed. Pickups can also be scheduled for the same date that consoles are being emptied to avoid extension charges.

2. **Shredding Consoles**

    Shredding consoles are secure (locked) bins that remain on-site. Console dimensions are 19"w x 17"d x 35"h.

    The cost is $67.50 per console each time it is emptied. There is no monthly rental or service fee.

    Currently, there are 8 consoles in various departments and they are emptied every-other month.

    The frequency of servicing the consoles can be modified, however, consoles must be serviced at least once per quarter.

    Consoles on campus do not have to all be serviced on the same date, however, the minimum trip charge will apply.

    Any department may have a shredding console if needed, especially if you have highly sensitive documents. If you have a shredding console in your department, you can return the console at any time if no longer needed.