**CSA Draw Down Form for**

**Document Destruction (Shredding)**

 **Purchasers please complete this form, save and email to the Offeror (Stericycle) at:** **SCS-ProvinceofBC@STERICYCLE.com**

|  |  |
| --- | --- |
| **Date:** |       |

**Offeror Contact Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Offeror Organization | **Stericycle, ULC** | CSA# | **CS-000909** |
| Email | **SCS-ProvinceofBC@STERICYCLE.com**  | Phone | 1-877-450-6287 |

**Purchaser Contact Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Main Contact Name |       | Email |       | Phone |       |
| Backup Contact Name |       | Email |       | Phone |       |

**Purchaser’s INVOICE Information**

|  |  |
| --- | --- |
| Cost Centre/STOB/GL Coding (optional – to appear on invoice, if desired): |       |
| Ministry/Agency Name | UNIVERSITY OF VICTORIA  | Branch/Dept Name | UVIC department:  |
| Invoice Method Preference: | Please indicate if want Invoice sent via “Postal Mail” **OR** “Email” |       |
| Email Address (if prefer Invoice to be emailed) |       |
| Format if Invoice to be sent via Email: | Indicate if want Invoice sent as “PDF” **OR** “Excel” **OR** “Both” |       |
| Postal Mailing Address (if Invoice to be sent via Postal Mail) | Branch Name/Attention of: |       |
|  Address |       | Floor # |       | Unit # |       |
| City |       | Postal  |       |

**Purchaser’s SERVICE LOCATION Information (where service is to be provided)**

**NOTE: Please indicate where service is required. If multiple locations are required on the same account, please complete page 2 of this form, otherwise leave page 2 blank if only one location is being requested on this form.**

|  |  |  |  |
| --- | --- | --- | --- |
| Ministry/Agency Name | UNIVERSITY OF VICTORIA | Branch/Dept Name | UVIC department:  |
| Address |       | Floor # |       | Unit # |       | City |       | Postal  |       |
| Hours of operation |       | Describe any building access restrictions below (e.g. loading docks, limited access to elevators, etc.: |
|        |

**Choose the Type of Shredding Service (refer to the** [**Shredding CSA Webpage**](http://www2.gov.bc.ca/gov/content/governments/services-for-government/bc-bid-resources/goods-and-services-catalogue/shredding-off-site) **for details and pricing)**

|  |  |
| --- | --- |
| **OFF-site Destruction** (documents are removed in secure truck and destroyed at plant) | [ ]  |
| **ON-site Destruction** (documents are destroyed in truck at your site – produces more greenhouse gases so only use if imperative) | [ ]  |
| 1. **CONTAINER SERVICE** – please state the **type** of container required (see below) **AND** the number of each type:
 |
| **Wheeled Carts:** |       | (These are plastic, wheeled carts with a volume of 65 gallons) | **Consoles:** |       | (These are flat-topped, laminated wooden containers with a volume of 32 gallons) |
| 1. **BULK SERVICE** (documents must be in cardboard “Banker” file boxes) – state number of boxes you need picked up:
 |       |
| 1. **LARGE VOLUME** (documents must be in cardboard “Banker” file boxes - **minimum 200 boxes**) – state number of boxes you need picked up:
 |       |

**Service Frequency - Select your preferred pick-up frequency**

**NOTE: The available frequency options vary by town/city - refer to the** [**Geographic Coverage & Frequency Schedule**](https://www2.gov.bc.ca/assets/gov/government/services-for-government-and-broader-public-sector/buy-goods-services-and-construction/goods-and-services-catalogue/csa-assets/shredding/shredding_geographic_coverage_service_schedule.pdf)

|  |
| --- |
| **CONTAINER SERVICE FREQUENCY** |
| Weekly | [ ]  | Bi-weekly | [ ]  | Every 4 weeks/monthly | [ ]  | Other (state): |       |
| **BULK or LARGE VOLUME COLLECTION –** state what date you would like to have the file boxes picked up : |       |

**CSA Draw Down Form for**

**Document Destruction (Shredding) – Additional Locations**

Use this second page if you require containers to be placed and serviced at more than one physical premise under the same account (if more than one account holder, use a separate Draw Down for each account).

For a 3rd or 4th location, please copy and paste the following tables below as necessary.

**If you have an** **extensive number of locations** to be serviced **under one account**, please complete page 1 above and also complete, save and attach the [spreadsheet version](http://www2.gov.bc.ca/assets/gov/government/services-for-government-and-broader-public-sector/buy-goods-services-and-construction/goods-and-services-catalogue/csa-assets/shredding/shredding_draw_down_multiple_locations.xlsx) (CTRL + Left Click to open this file) as this form’s second page.

**Purchaser’s Service Location No. 2 Information (where service is to be provided)**

|  |  |  |  |
| --- | --- | --- | --- |
| Ministry/Agency Name |       | Branch/Dept Name |       |
| Address |       | Floor # |       | Unit # |       | City |       | Postal  |       |
| Hours of operation |       | Describe any building access restrictions below (e.g. loading docks, limited access to elevators, etc.: |
|        |
| Cost Centre/STOB/GL Coding (optional – to appear on invoice, if desired): |       |

**Choose the Type of Shredding Service (refer to the** [**Shredding CSA Webpage**](http://www2.gov.bc.ca/gov/content/governments/services-for-government/bc-bid-resources/goods-and-services-catalogue/shredding-off-site) **for details and pricing)**

|  |  |
| --- | --- |
| **OFF-site Destruction** (documents are removed in secure truck and destroyed at plant) | [ ]  |
| **ON-site Destruction** (documents are destroyed in truck at your site – produces more greenhouse gases so only use if imperative) | [ ]  |
| 1. **CONTAINER SERVICE** – please state the **type** of container required (see below) **AND** the number of each:
 |
| **Wheeled Carts:** |       | (These are plastic, wheeled carts with a volume of 65 gallons) | **Consoles:** |       | (These are flat-topped, laminated wooden containers with a volume of 40 gallons) |
| 1. **BULK SERVICE** (documents must be in cardboard “Banker” file boxes) – state number of boxes you need picked up:
 |       |
| 1. **LARGE VOLUME** (documents must be in cardboard “Banker” file boxes - **minimum 200 boxes**) – state number of boxes you need picked up:
 |       |

**Service Frequency - Select your preferred pick-up frequency**

**NOTE: The available frequency options vary by town/city - refer to the** [**Geographic Coverage & Frequency Schedule**](https://www2.gov.bc.ca/assets/gov/government/services-for-government-and-broader-public-sector/buy-goods-services-and-construction/goods-and-services-catalogue/csa-assets/shredding/shredding_geographic_coverage_service_schedule.pdf)

|  |
| --- |
| **CONTAINER SERVICE FREQUENCY** |
| Weekly | [ ]  | Bi-weekly | [ ]  | Every 4 weeks/monthly | [ ]  | Other (state): |       |
| **BULK or LARGE VOLUME COLLECTION –** state what date you would like to have the file boxes picked up : |       |

The completed Draw Down Form will constitute acceptance by the Purchaser of the Offeror’s offer under the CSA, with respect to the particular services described above, and at that time a contract is formed on the terms and conditions of the General Services Agreement, as contemplated under the CSA named above, for such services. The value of the services from a single Draw Down cannot exceed $75,000.