



DOCUMENT DESTRUCTION AND RECYCLING SERVICES (DDRS) **Corporate Capabilities Statement**

Customized Shredding Solutions:

- DDRS can provide you professional, confidential material destruction services in a secure, cost-effective and environmentally responsible manner.
- Shredding is a *non-core* task that requires precious time and resources. Outsourcing your shredding can save you up to 25-30% of the costs associated with an in-house shredding program.
- Protecting your information from cradle-to-grave is *critical*. DDRS can provide a totally secure, documented Chain-of-Custody from the collection point to the place of final destruction.
- All materials are shredded and baled securely in environmentally controlled facilities, stored under video surveillance, and shipped directly to a mill to be pulped and recycled.
- DDRS can arrange third party witnessing of the final destruction process to ensure compliance with Federal NARA rules (44 U.S.C. 3302 § 1228.58, Destruction of temporary records).
- Compliance is *mandatory*. DDRS meets your information destruction requirements and ensures compliance with HIPAA, FACTA, and GLBA regulations.
- Choose One-Time Shredding or Regularly-Scheduled Service, whichever fits your schedule and budget.
- Free containers for recurring service; Free estimates.
- Industry experience you can *trust*: First in Iowa to become NAID Certified; 13-year unblemished service record.
- Saving the world, one document at a time: Last year DDRS recycled 5,300 tons of fiber materials.

Past Performance:

Government Agencies:

- Veterans Affairs Medical Center, Iowa City, Iowa
Contact: Amber Smith, Privacy/FOIA Officer
Office: (319) 338-0581 ext. 6092
- City of Moline, Illinois
Contact: Janet Zam, Employee Services Manager
Office: (309) 797-0749

Commercial Businesses:

- RSM McGladrey, Inc., Davenport, Iowa
Contact: Marty Schadel, Facilities Management
Office: (563) 888-4157
- Hills Bank & Trust Company, Hills, Iowa
Contact: Randall Reinhold, First Vice President, Facilities
Office: (800) 445-5725

Key Company Information:

- **Certifications:** AAA Nationally Certified Plant-based facility by the National Association for Information Destruction (NAID)
- **Member:** NAID, ARMA, AIIM
- **Bonding Limits:** \$1,000,000 professional liability per occurrence; \$5,000,000 aggregate
- **Key Staff:** Chris Ockenfels, Vice President, NAID Past-President (2005); Les Etscheidt, Operations Manager, NAID Certification Review Board Member (2008-current)
- **Set Aside:** Small Business, Veteran Owned
- **Years in Business:** 13
- **Geographical Area:** Central and Eastern Iowa; Western Illinois
- **Facilities:** Altoona, Cedar Rapids, Davenport, Iowa
- **Equipment:** 200 hp & 100 hp Vecoplan Rotary shredders; 100 hp Allegheny Strip-shredder
- **Credit Cards Accepted:** Visa, MasterCard, and Government Purchase Card
- **DUNS #s:** 145675299 (Altoona); 879020113 (Cedar Rapids); 791388387 (Davenport)
- **CAGE Codes:** 5LHC9 (Altoona); 4Y9L8 (Cedar Rapids); 5LJM0 (Davenport)
- **NAICS Codes:**
 - 423930 – Recyclable Material Merchant Wholesalers
 - 561990 - All Other Support Services
- **Product Service Code (PSC):**
 - R614 – Paper Shredding Services

Contact Information:

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