

**NEW JERSEY HIGHER EDUCATION STUDENT ASSISTANCE AUTHORITY  
(HESAA)  
REQUEST FOR QUOTATIONS FOR  
On-Site Shredding Services**

The New Jersey Higher Education Student Assistance Authority (“HESAA” or “Authority”) seeks quotations for shredding of confidential documents.

The selected vendor shall:

- Provide 7 locking 95 gallon shredding bins and 4 locking 64 gallon shredding bins to the Authority at the beginning of the contract;
- Remove five (5) bins on a set day and time every other week from a collection point at Building 4 in Quakerbridge Plaza, Mercerville, New Jersey;
- Shred material on-site;
- Dispose of all shredded materials; and
- Provide a Certificate of Destruction must be provided with each invoice.

The selected vendor must be:

- National Association for Information Destruction (NAID) certified and provide proof of continued certification status;
- Compliant with Gramm Leach-Bliley and Fair and Accurate Credit Transactions Act; and
- Bonded and insured.

All bids shall include:

1. A brief description of the vendor’s shredding process;
2. The cost for services listed above and the cost for shredding additional bins of documents upon request; and
3. The forms required by the Information Sheet and Checklist for Waivers and Delegated Purchasing Authority (DPA) Transactions, which are found at:  
<https://www.nj.gov/treasury/purchase/forms/Waiver%20and%20DPA%20Contract%20Checklist.pdf>.

Any agreement entered into as a result of this Request for Quotations shall be subject to the New Jersey Standard Terms & Conditions found at:

[CombinedStateofNewJerseyStandardTermsandConditionsandWaiveredSupplement.pdf \(nj.gov\)](#)

The selected vendor must be fully registered with NJSTART prior to entering an agreement with HESAA. Vendors can register with NJSTARS at: <https://www.njstart.gov/bs/>

The term of this contract will be for three years, January 1, 2025 through December 31, 2027.

Submit bids to:  
Procurements@hesaa.org

All bids must be received by **4:00 pm** on **December 10, 2024**.