



Brian P. Kemp  
Governor

Rebecca N. Sullivan  
Commissioner

## COMMUNICATIONS ALERT

### Change of Supplier for Statewide Contract #99999-001-SPD0000135 Document Management Services (Shredding)

March 24, 2022

The Department of Administrative Services, State Purchasing Division announces that American Document Securities (ADS) had been recently acquired by **Archive Systems Inc. dba Access**. Effective **April 1, 2022**, the statewide contract for **Document Management Services (Shredding)** will be held by **Access**. The new statewide contract number for this category will become **99999-001-SPD0000135-0002**.

The new supplier, Access, has informed SPD that during the transition period, which is expected to last approximately two months, the company will continue to utilize the ADS trucks in their fleet. Additionally, **Access's** employees will continue to be dressed in the ADS branded uniforms but will display the Access employee ID Badge when making pickups and deliveries.

Below are examples of how the Access-branded trucks, bins, and uniforms will appear once the transition is complete. Also, we've provided an example of an Access invoice and a picture of the supplier's logo.

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**Access**  
P.O. Box 782998  
Philadelphia, PA 19178-2998 United States

**Invoice**  
1.888.869.2767 AccessCorp.com

Service Billing Period: 6/30/2020  
Date: 6/30/2020  
Invoice #: 1234567  
Customer #: AB1234

ABC Company  
1 Main Street  
Anytown, ST 12345

Total Amount: \$XXXXXX  
Due By 7/30/2020:  
Total Enclosed:

Check Remit To:  
P.O. Box 782998  
Philadelphia, PA 19178-2998

EFT Remit To:  
For EFT or credit card payments, please contact ar@accesscorp.com

When making payment, please reference invoice number.

NOTE: TAX

QTY (ITEMS)	SERVICE DESCRIPTION	QUANTITY	RATE	TAX	FEE
<b>Storage</b>					
Storage Period: 07/01/2020 - 07/31/2020					
0	Container Storage - Legal Box 2	XXXXXX	X,XXXX	N	XXXXXX
0	Container Storage - Letter Box	XXXXXX	X,XXXX	N	XXXXXX
0	Container Storage - Letter Box 2	XXXXXX	X,XXXX	N	XXXXXX
0	Container Storage - Standard Box	XXXXXX	X,XXXX	N	XXXXXX
PRE-TAX SUBTOTAL Storage					XXXXXX
<b>Service</b>					
	Minimum Charge: Order ()	XXXX	X,XXXX	N	XXXX
	Retrieval-Container	XXXX	X,XXXX	N	XXXX
	Refill-Container	XXXX	X,XXXX	N	XXXX
	AccessNotifi Breach Response Services provided by Vero	XXXX	XX,XXXX	N	XXXX
	FileBRIDGE Records - AccessMETRICS	XXXX	XX,XXXX	N	XXXX
	Admin Compliance and Tech	XXXX	XX,XXXX	N	XXXX
	Information Security Surcharge	XXXX	XX,XXXX	N	XXXX
PRE-TAX SUBTOTAL Service					XXXXXX
<b>Transportation</b>					
	Dock Access	XXXX	X,XXXX	N	XXXX
PRE-TAX SUBTOTAL Transportation					XXXX
Pre-Tax Invoice					XXXXXX
Tax () @ 0.000%					XXXX
<b>INVOICE TOTAL</b>					\$XXXXXX



PLEASE NOTE: To the extent you do not have a currently effective written agreement for services with an Access Company, by paying this invoice, you agree to the terms and conditions found on <https://www.accesscorp.com/access-service-terms-and-conditions>. If you have a currently effective written agreement for services with an Access Company, the terms and conditions of your written agreement will continue to apply as provided in such agreement.

We will provide an update when this transition is completed.

Please ensure that all requisitions under statewide contract **#99999-001-SPD0000135-0001** are sourced to a Purchase Order and dispatched to the supplier by 5:00 pm on **March 31, 2022**.

If you have any questions, please contact:

**Daniel Garnett, GCPM**  
Contract Management Specialist  
State Purchasing Division  
Georgia Department of Administrative Services  
Phone: (404) 651-6084

For Team Georgia Marketplace™ question(s), please contact the help desk:

**Procurement Help Desk**  
Phone: (404) 657-6000  
Email: [procurementhelp@doas.ga.gov](mailto:procurementhelp@doas.ga.gov)