



6121 Indian School Road Suite 220 Albuquerque, New Mexico 87110  
 Office: 505.345.1540  
 Fax: 505.345.2303

On behalf of Member Business:



Sales Office: 1618 1st street NW, Albuquerque, NM 87102 Phone: 505-884-4702 Fax: 505-884-4722  
**Agreement for Onsite/Mobile Document Destruction Services**

**Account Name:** NM CSSD, Santa Fe June 15, 2025  
**Quote Name:** FY26 Mobile/On-Site, HNM - CSSD Santa Fe,  
 1-65G Container, Monthly  
**Contact Name:** Carlos Ortega-Lujan  
**Ship to:** 39A Plaza La Prensa, Santa Fe, NM, 87507, USA  
**Phone:** 505-531-7185  
**Email:** carlos.ortega-lujan@hca.nm.gov

**Please make the purchase order to:**

Financial Contact: **Matt Loehman, Executive Director**  
 Billing Address: **Horizons of New Mexico, 6121 Indian School Road NE, Suite 220, Albuquerque, NM 87110**  
 Phone: **505-345-1540**  
 E-mail: [mloehman@horizonsofnewmexico.org](mailto:mloehman@horizonsofnewmexico.org)  
 Send PO to: [slucero@horizonsofnewmexico.org](mailto:slucero@horizonsofnewmexico.org)

Product Family	Product	Location	Unit Price	State Use 5% Contract Fee	Quantity	# of Services	Line Item Sub Total
State Use - Mobile Shredding	64 and 65 Gallon Container Monthly Rental Fee	FY26 Mobile/On-Site, 1-65G Container Monthly Rental Fee *calendar months*	\$4.70	\$0.240	1.00	12	\$59.28
State Use - Mobile Shredding	65 Gallon Container (42" H x 24.25" W x 20.5" D Capacity 200 - 250 lbs.)	FY26 Mobile/On-Site, 1-65G Container, Monthly	\$43.57	\$2.180	1.00	12	\$549.00
<b>Grand Total:</b>							<b>\$608.28</b>

Our AAA i-SIGMA Certification for Onsite/Mobile Destruction mandates that all materials must be destroyed on the customer's property and before moving on to the next customer. Your Certificate of Destruction is printed on your invoice. Adelante's Customer Service Representative will contact you to schedule your service.

Horizons of New Mexico will be invoiced monthly for the total amount of services rendered. Services requested outside of your regularly scheduled service will be assessed additional fees.

**Procedure Title:** Sales Proposal for Onsite/Mobile Document Destruction  
**ID Number:** DDS 7.3.4/04  
**Issued by:** Document Control

**Approved by:** Robin Johnson  
**Approval Date:**  
**Location of Original:** FSS Master Document Binder Page 1 of 3

Adelante Document Destruction Services is not liable for more than our liability insurance due to employee negligence, natural disaster, or government crisis.

## **Agreement Notes:**

### **Horizons of New Mexico**

Our pricing is based upon the following assumptions:

- Accounts Payable contact information required prior to completion of work.
- Horizons of New Mexico shall provide invoicing to your Agency.
- Services shall commence after Horizons of New Mexico receives a confirming Purchase Order from the Agency.
- Service Term: July 1, 2025 to June 30, 2026.
- A maximum Horizons Administration Fee for this base rate has been calculated for the proposal. Actual Administration Fee may be less; it will be calculated as 5% of each line item on Horizons invoices, generated monthly for services performed.
- Terms: Net 30 Days.
- Submit PO to Horizons of New Mexico.
- Sunshine portal information.

### **Adelante Document Destruction**

- Service will be rendered upon receipt of a purchase order from Horizons of New Mexico.
- NMGRT is not applied.
- In the event the Mobile Shred Truck is out of service, your service will be accommodated through Plant Based destruction, which is AAA Certified through the International Secure Information Governance & Management Association and ISO 9001 registered.
- To expedite the destruction process, we request you remove binder clips and documents from 3-Ring Binders.
- Should there be an excess of metals in the paper, the service will be re-scheduled to provide you the opportunity to remove the metals.
- The security of the confidential container is the responsibility of the customer, while the container is on-site. Access to the containers' contents should be controlled by whomever holds the keys.
- If replacement keys are requested, you will be billed \$7.62 for the keys along with the 5% Administration Fee of \$0.38, for a total of \$8.00 per set.
- We will return the boxes to you for recycling or reuse.
- We are unable to accept any material that is wet.

- You will be billed a monthly container rental fee for each container regardless of service.

**Please note that it is the purchasing agency's responsibility to post all POs/contracts to the New Mexico Sunshine Portal, including those which fall under the State Use Act. For more information, please contact the Department of Information Technology.**

Matt Loehman  
Executive Director

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