



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 Plant Base Document Destruction Services

Account Name: CSSD Albuquerque North

June 15, 2025

Quote Name: FY26 Plant-Based, HNM - CSSD Albuquerque

North, 2-65G Containers, Every 4 Weeks

Contact Name: Carlos Ortega-Lujan

Ship to: 1010 18th St NW, Albuquerque, NM, 87104, 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

Send PO to: slucero@horizonsofnewmexico.org

Product Family	Product	Location	Unit Price	State Use 5% Contract Fee	Quantity	# of Services	Line Item Sub Total
State Use - Plant Based Standard Cut	64 and 65 Gallon Container Monthly Rental Fee	FY26 Plant-Based, 2-65G Containers Monthly Rental Fee *calendar months*	\$4.70	\$0.240	2.00	12	\$118.56
State Use - Plant Based Standard Cut	65 Gallon Container (42" H x 24.25" W x 20.5" D Capacity 200 - 250 lbs.)	FY26 Plant-Based, 2-65G Containers, Every 4 Weeks	\$23.14	\$1.160	2.00	13	\$631.80
Grand Total:							\$750.36

Our AAA i-SIGMA Certification for plant based media, e-media, and hard drive destruction mandates that all confidential documents be destroyed within 3 business days of service unless the customer gives consent for an extension of destruction. Your Certificate of Destruction is printed on your invoice. (Method of destruction for Computer Hard Drives is

use of a hard drive shredder or hydraulic EDR hard drive crusher).

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.

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

Adelante Document Destruction

- Service will be rendered upon receipt of a purchase order from Horizons of New Mexico.
- NMGRT is not applied.
- The security of the confidential container is the responsibility of the customer. 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.
- 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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