FEDERAL EMERGENCY MANAGEMENT AGENCY
REGION 10 DOCUMENT DESTRUCTION SERVICES
STATEMENT OF WORK
June 18, 2026

A. PROJECT TITLE

Federal Emergency Management Agency (FEMA) Region 10 Document Destruction, North American Industry Classification System Code (NAICS) 561990 and Product and Service Code (PSC) R614.

B. BACKGROUND

FEMA has a requirement for Document Destruction that Controlled Unclassified Information (CUI) and other sensitive information on paper must be destroyed in a manner that renders it unreadable, indecipherable, and irrecoverable.

C. OBJECTIVE

The Contractor shall provide secure document destruction services for FEMA Region 10, including all labor, supervision, equipment, transportation, tools, and materials necessary to perform the required tasks. Prior to each scheduled service visit, the Contractor shall coordinate with the designated Facilities representative to ensure Government personnel are available to escort Contractor personnel within the secured facility. Upon completion of each service visit, the Contractor shall provide a Certificate of Destruction as notification of the completed work.

D. REQUIREMENTS

The Contractor shall provide secure document destruction in accordance with the following requirements:

- The Contractor shall provide secure document destruction services in accordance with the following requirements:
- Perform recurring quarterly document destruction for two Government sites.
    - Five (5) 96-gallon shredding bins located at the Federal Regional Center, 130 228th Street Southwest, Bothell, WA 98021.
    - Five (5) 96-gallon shredding bins located at Northview Corporate Center, 20700 44th Avenue West, Suite 400, Lynnwood, WA 98036.
- Provide additional destruction services on an as-needed basis for any Government-designated location at an additional negotiated cost.
- Coordinate and communicate all pickup schedules with the designated Government representative to ensure personnel are available to escort Contractor personnel within secured areas of the facility.
- Ensure all shredded materials are securely handled and disposed of in accordance with applicable federal, state, and local regulations governing document destruction and information protection.
- Provide a Certificate of Destruction upon completion of each document destruction service.
- Perform all document destruction on-site; off-site destruction is not permitted.

E. DELIVERABLE AND DELIVERY SCHEDULE

The Contractor shall provide a minimum of one (1) business day advance notice prior to arriving onsite for scheduled services. Contractor personnel may be denied access to the facility if proper notification is not provided.

F. GOVERNMENT-FURNISHED EQUIPMENT AND INFORMATION

N/A

G. PLACE OF PERFORMANCE

The Contractor shall perform work at the following FEMA Region 10 locations:

FEDERAL REGIONAL CENTER 130 228th Street Southwest Bothell WA, 98021	NORTHVIEW CORPORATE CENTER 20700 44th Avenue West, Suite 400 Lynnwood, WA, 98036

H. PERIOD OF PERFORMANCE

The period of performance will begin upon award and continue for 12 months.

I. SITE SECURITY REQUIREMENTS

Security requirements for this facility include, but are not limited to, a 100% identification check. To be granted access to federal property, all visitors must be U.S. citizens and present valid, unexpired identification that complies with the Real ID Act.

All toolboxes, machinery, and similar items are subject to random searches and shall not be left unattended in public areas unless prior approval is obtained from the FEMA Region 10 Facility Manager or designee.

When unattended, such containers and toolboxes must be locked, secured, and clearly labeled to indicate their general contents and a point of contact in case of emergency. The Contractor shall maintain and keep current a roster of all employees working at the FEMA Region 10 site.

J. SAFETY REQUIREMENTS

To ensure the safety and health of employees and other persons, prevent damage to property, materials, supplies, and equipment, and avoid work interruptions during contract performance, the Contractor shall comply with all applicable federal laws and regulations, as well as any additional measures deemed necessary by the Government.

The Contractor is responsible for providing all required tools and personal protective equipment. The Contractor shall ensure that all tools, equipment, and machinery are maintained in good working order.

K. PROJECT WORK HOURS AND SITE ACCESS

The working hours for building occupants designated to assist with this project are from 7:00 AM to 2:30 PM, Monday through Friday, excluding federal holidays. All work under this contract shall be performed during these hours unless otherwise approved in advance by the FEMA Region 10 Facility Manager or designee.

The Contractor shall coordinate all contracted and related work with the FEMA Region 10 Facility Manager or designee. Requests for exceptions to the designated work hours must be submitted to the FEMA Region 10 Facility Manager or designee at least 48 hours prior to the proposed deviation.