



## Legislation Text

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**File #:** 17-0675, **Version:** 1

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Chief Administrative Office, Procurement and Contracts Division, recommending the Board approve and authorize the Purchasing Agent to sign Amendment II to Agreement 146-S1510 with Shred-It USA, LLC, extending the term of the Agreement to April 30, 2018 with no change to the rates or the not to exceed amount of \$50,000 for the period of September 1, 2014 through April 30, 2018 to provide confidential document destruction services on an "as-requested" basis to County departments located on the eastern slope of El Dorado County. Board of Supervisors approval of Amendment II is required because the resulting term of the Agreement will exceed three (3) years.

**FUNDING:** Various - County-wide Contract.

### **DEPARTMENT RECOMMENDATION**

Chief Administrative Office, Procurement and Contracts Division, recommending the Board approve and authorize the Purchasing Agent to sign Amendment II to Agreement 146-S1510 with Shred-It USA, LLC, extending the term of the Agreement to April 30, 2018 with no change to the rates or the not to exceed amount of \$50,000 for the period of September 1, 2014 through April 30, 2018 to provide confidential document destruction services on an "as-requested" basis to County departments located on the eastern slope of El Dorado County. Board of Supervisors approval of Amendment II is required because the resulting term of the Agreement will exceed three (3) years.

### **DISCUSSION / BACKGROUND**

On September 9, 2014 the Purchasing Agent executed Agreement 146-S1510 with Shred-It Reno, Inc. in the amount of \$50,000 to provide confidential document services on an "as-requested" basis to County departments located on the western slope. On October 26, 2016 Amendment I to the contract was executed to reflect the acquisition of Shred-It Reno Inc. by Shred-It USA, LLC. The original term of the contract is three (3) years and is currently set to expire on September 8, 2017. Amendment II to the agreement is requested to extend the the term of the Agreement to April 30, 2018 so that it will expire at the same time as Agreement 452-S1511 with Viking Shred, the company that provides similar services on the western slope of the County. By making the expiration dates the same, Procurement and Contracts will be able to conduct a bid process for document destruction services on a County-wide basis in early 2018 so that a new agreement(s) will be in place at the time both current contracts expire.

Pursuant to Board of Supervisors Policy C-17 - Procurement, 4.5 Contract Term Board of Supervisors' approval is be required for any contract term exceeding three (3) years inclusive of all any amendments and regardless of dollar amount.

Shred-It USA is a fully HIPAA compliant and National Association for Information Destruction (NAID) AAA Certified service provider that supplies locking consoles and bins, performs secured shredding on-site, and maintains equipment and facilities that meet or exceed the federal requirements for the destruction of confidential documents.

### **ALTERNATIVES**

The Board could choose not to extend the Agreement, however this would impact the planned bidding process for these services on a County-wide basis.

**OTHER DEPARTMENT / AGENCY INVOLVEMENT**

This Agreement is utilized by multiple departments County-wide.

**FINANCIAL IMPACT**

There is no change in Net County Cost. Funding for these services is budgeted in each requesting department.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

None

**STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

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