



Legislation Text

File #: 24-0888, **Version:** 1

Procurement and Contracts, a Division of the Chief Administrative Office, recommending the Board consider the following:

- 1) Make findings in accordance with El Dorado County Ordinance Code, Chapter 3.13.030 (b) that specialty skills and qualifications not expressly identified in County classifications are involved in the performance of the work;
- 2) Approve and authorize the Purchasing Agent to execute amendment II to contract 6429 with Viking Shred LLC to increase the amount by \$20,000, for a new total amount of \$95,800, with no changes to the term that expires on November 05, 2024; and
- 3) Authorize the Purchasing Agent to execute any necessary amendments relating to contract 6429, excluding term extensions or increases to the not-to-exceed amount, contingent upon approval by County Counsel and Risk Management.

FUNDING: General Fund.

DISCUSSION / BACKGROUND

The Chief Administrative Office, Procurement and Contracts Division, monitors, maintains, and serves as the contract administrator for a countywide contract for the provision of confidential document and e-waste destruction services. Viking Shred LLC has provided these services for County departments on the Western Slope since 2020. On April 26, 2022, the Purchasing Agent executed contract 6429 with Viking Shred LLC for a two-year term of May 06, 2022 through May 05, 2024 with a contract value of \$75,800. On April 30, 2024, the Purchasing Agent executed the first amendment to contract 6429 with Viking Shred LLC to extend the term for an additional six (6) months through November 05, 2024.

Due to an increased need for confidential document and e-waste destruction services by departments on the Western Slope of the County, the Division is requesting an amendment increasing the contract value by \$20,000 with no change to the rates or expiration date of the contract.

ALTERNATIVES

The Board could choose not to authorize the increase in funds, but Department's would still need to pay for services performed after the funds ran out.

PRIOR BOARD ACTION

N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT

County Counsel

CAO RECOMMENDATION / COMMENTS

Approve as recommended.

FINANCIAL IMPACT

Departments have included appropriations for these services in their budgets, and sufficient appropriations will be included in future years' budget for the term of the agreement.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

N/A

CONTACT

Michele Weimer, Procurement and Contracts Manager