



## Legislation Text

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**File #:** 15-0449, **Version:** 3

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Chief Administrative Office, Procurement and Contracts Division, recommending the Board approve and authorize the Purchasing Agent to sign Amendment I to Agreement 452-S1511 with Viking Shred, LLC, increasing the contract amount by \$50,000 for a revised amount not to exceed of \$150,000 with no change to the rates or the original term of May 1, 2015 through April 30, 2018, to provide confidential document and electronic waste destruction services on an "as requested" basis to County departments located on the western slope.

**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 I to Agreement 452-S1511 with Viking Shred, LLC, increasing the contract amount by \$50,000 for a revised amount not to exceed of \$150,000 with no change to the rates or the original term of May 1, 2015 through April 30, 2018, to provide confidential document and electronic waste destruction services on an "as requested" basis to County departments located on the western slope.

### **DISCUSSION / BACKGROUND**

On May 5, 2015 the Board of Supervisors approved Agreement 452-S1511 with Viking Shred, LLC, to provide confidential document and electronic waste (computer hard drive) destruction services on an "as requested" basis to County departments located on the western slope. The original amount of the contract was set at \$100,000 for the three year term. Utilization of these confidential shredding services has increased significantly due to the amount of paper records being destroyed as a result of the various departmental moves related to the Building A/B renovation project. Amendment I to the agreement is requested to accommodate anticipated needs through the end of the contract term in April 2018.

Viking Shred 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 and electronic waste.

### **ALTERNATIVES**

N/A

### **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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