



# County of El Dorado

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## Legislation Text

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**File #:** 06-1335, **Version:** 1

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Chief Administrative Office, Procurement and Contracts Division, recommending Chairman be authorized to sign Agreement 097-S0711 with Shred-It Reno, Inc. in an amount not to exceed \$20,000 for a two year period for document destruction services for the East Slope on an "as requested" County-wide basis; and find that it is more economical and feasible to contract out the needed services in accordance with Section 3.13.030 of the County Ordinance.

**RECOMMENDED ACTION:** Approve.

**FUNDING:** General Fund.

Reason for Recommendation: The Procurement and Contracts Division has processed Agreement #097-S0711 with Shred-It Reno, Inc. to provide document destruction for the East Slope on an "as requested" basis County-wide. The Agreement is for a total amount not to exceed \$20,000 for the period of September 1, 2006 through August 31, 2008.

Staff started the negotiations of this Agreement in June, however, this Agreement is being brought before your Board 12 days past the effective date of the Agreement due to unforeseen delays in receiving appropriate documentation from the Contractor, such as insurance certificates, pricing, etc.

Your Board is being asked to find that it is more economical and feasible to obtain an outside contractor to provide document destruction services for County Departments on the East Slope, rather than to create new County job classifications and obtain the specialized equipment and facilities necessary to perform the services.

The County Officer or employee with responsibility for administering this Agreement is Bonnie H. Rich, Procurement and Contracts Manager.

Agreement #097-S0711 has been approved by County Counsel and Risk Management.

Fiscal Impact/Change to Net County Cost: No change in net County Cost.

Action to be taken following Board approval: Following Board approval, County Clerk's Office will forward executed Agreement to Procurement and Contracts for distribution, administration and encumbrance as needed.